



2007-2008 REGIONAL FINALIST INFORMATION

When an applicant has been selected as a Regional Finalist it will be necessary to complete three further documents: Biographical Narrative, Candidate Data Summary and photograph. Since the turnaround time will be short, we are providing document requirements to allow adequate preparation time.

1. Biographical Narrative (see format below)

Please follow the format below and summarize in paragraph form your background, education, major accomplishments, awards, community involvement, outside interests, and anything else that might distinguish you from other candidates. Please note that it must be provided as a typed, Microsoft Word document, single-spaced, in 12-point, Times New Roman font. It must fit on one side of an 8-½ x 11” sheet of paper, with one-inch margins. This narrative will be provided to the Regional Panelists and the other Regional Finalists. If you are chosen as a National Finalist, it also will be provided to members of The President’s Commission on White House Fellowships and other National Finalists. You will be instructed to send your narrative via email to whitehousefellows@whf.eop.gov. Please write “Biographical Narrative” on the Subject: line

2. Candidate Summary Data Sheet (see format below)

Please follow the attached format to summarize the main points of your application. Please note that it must be provided as a typed, Microsoft Word document, single-spaced, in 12-point, Times New Roman font. It must fit on one side of an 8-½ x 11” sheet of paper, with one-inch margins. This summary will be provided to the Regional Panelists and Regional Finalists at the dinner. If you are chosen as a National Finalist, it also will be provided to members of The President’s Commission on White House Fellowships and National Finalists. You will be instructed to send your summary sheet via email to whitehousefellows@whf.eop.gov. Please write “Data Summary” on the Subject: line.

3. Photograph

Please provide a color digital (jpeg format) and hard copy headshot of yourself. We recommend professional attire, as the photographs will be provided to the Regional Panelists, as well as Commissioners if you are selected as a National Finalist. If you are selected as a Fellow, this photograph will be used for work assignment interviews, the program brochure, and web site. You will be instructed to email the photograph to whitehousefellows@whf.eop.gov writing “Photo” in the Subject: line.

BIOGRAPHICAL NARRATIVE [bold, caps]
2007-2008 White House Fellowships [bold, title case]

JOHN DOE [first then last name, bold, caps]

Following this format, please summarize in narrative paragraph format your background, education, major accomplishments, awards, community involvement, outside interests, and anything else that might distinguish you from other candidates.

Please note that your narrative must fit on one side of an 8-½ x 11” sheet of paper as a Microsoft Word document, single-spaced, in 12-point, Times New Roman font, with one-inch margins. Please double-space between paragraphs.

The biographical narrative should be written in the first person.

Please use the format and header EXACTLY as described above. Otherwise, it will be returned to you for re-formatting and unnecessarily delay the staff in processing your paperwork.

Finally, DO NOT include the instructions text provided in this sample in the Biographical Narrative that you submit.

CANDIDATE SUMMARY DATA [bold, caps]
2007-2008 White House Fellowships [bold, title case]

JOHN DOE [first then last name, bold, caps]
Age [numerical, bold]
Hometown City, State [bold, and as noted on your application]

EDUCATION: [list most advanced degree first; include expected degrees and date expected]

Degree	Year	School
Degree	Year	School

CURRENT EMPLOYMENT:

Title, Employer Name, Location (City, State)

Broad description of duties (approximately 25-50 words)

SIGNIFICANT CONTRIBUTION TO PROFESSION:

Brief summary of your answer to this question from your application.

SIGNIFICANT CONTRIBUTION TO COMMUNITY:

Brief summary of your answer to this question from your application.

MEMORANDUM TO THE PRESIDENT

Brief summary of the policy you proposed in your memo to the President in your application.

OTHER NOTABLE SKILLS:

- In bullet form, list any special skills or experiences that are not covered above, such as fluency in foreign languages, extensive or unique travel, publications, speeches, or particular leadership skills. If you are selected as a Fellow, this list of skills is particularly useful for work assignment interview to highlight your experience and abilities that go beyond your particular field of expertise.

Remember that the Candidate Summary Data sheet must fit on one side of an 8-1/2 x 11" sheet of paper. It must be provided as a as a Microsoft Word document, single-spaced, in 12-point, Times New Roman font, with one-inch margins.

**Please use the format and subject heads EXACTLY as described above.
Otherwise, it will be returned to you for re-formatting.**

**Finally, DO NOT include the instructions text in this sample in the
Candidate Summary Data sheet that you submit.**