

Application Checklist & Support Materials



Application Checklist

Applicants **must include** all the required supporting documents identified below with their application via USAJobs for their application to be considered complete. Applications that do not include all required supporting documents will be deemed incomplete and ineligible.

☐ Resume

- The resume may be in any format and includes important contact information such as your address, e-mail, and phone number. At a minimum, it must include your education and the following for each job position listed: 1) Job title; 2) Salary or GS-level; 3) Duties (as detailed as possible); 4) Month & year start and end dates; 5) Full-time or part-time status (include hours worked per week).
- **In accordance with OPM guidance, applicants must limit their resume to two pages.** Resumes that exceed the two-page limit will immediately render you ineligible and further consideration will not be given.

☐ Two Letters of Recommendations

- The letters of recommendations should be from individuals who know you well in an academic, professional, or leadership capacity. The letters should address your character, skills, qualifications, accomplishments, and/or contributions with specific examples.
- The letters should be written on an official letter head if applicable and must be signed and dated by the recommender.
- The letters of recommendations must be submitted with your application via USAJobs. The Program Office cannot accept letters of recommendations external from the applicant's application submission.

☐ Endorsement Letter

- The endorsement letter must come from your graduate institution of higher learning and must be on a university letterhead. For details of what must be included in the letter, please refer to the sample endorsement letter.

☐ Undergraduate and Graduate Transcripts

- Undergraduate and graduate transcripts must include the degree program and date of degree conferred. Unofficial transcripts may be accepted if they include the required information.
- If the graduate transcript does not have a degree conferral date or an anticipated degree conferral date, applicants are encouraged to supplement their application with letter of enrollment from their graduate institute identifying when the applicant has completed or is anticipated to complete their advanced degree. For details of what must be included in the letter, please refer to the sample letter of enrollment.

☐ Academic Writing Sample

- The academic writing sample should serve as an example of your work and should demonstrate your competence. As such, please only submit work that is solely yours and is not co-authored.
- Examples include a published paper, dissertation, research paper, or other academic writing examples. There are no page limit or character limit for the academic writing sample. You may submit a writing sample of any length.

☐ Compelling Narrative Essay

- There are four compelling narrative essay prompts to choose from. Please visit the Compelling Narrative Prompts Guide for more information.



Support Materials

Compelling Narrative Prompts Guide

- ***Career Goals.*** Describe your career goals, areas of interest, and how the McCain Fellowship Program will help you achieve those goals.
- ***Accomplishments.*** Describe and provide examples/evidence of any learning, professional, leadership, and work accomplishment.
- ***Benefits for the Department of Defense.*** Describe how your selection benefits the Department of Defense and your motivation for service in the Department.
- ***Essay.*** Describe what you want to accomplish and achieve during the Fellowship.

- Applicants **must choose at least one** compelling narrative prompt to respond and may choose to respond to all four prompts.
- Please include all essay responses in one document for submission. This may be a word document or a PDF.
- There are no page or character limit for each essay response.



Support Materials

Sample Letter of Endorsement

[Academic Institution Letterhead]

[Date]

Student Name:

Student ID:

Degree Program:

Degree Conferral Date:

This letter of endorsement serves to confirm that [applicant name] graduated from the [Program Name] at [University and School Name]. [Applicant Name] has no record of honor investigations, plagiarism accusations, suspension, or misconduct during their time at [University Name].

If you have any questions or require additional information, please contact [Contact Name] at [Contact Information].

Sincerely,

[Name]

[Position]



Support Materials

Sample Enrollment Letter

[Academic Institution Letterhead]

[Date (mm/dd/yyyy)]

Name of Academic Institution

Mailing Address

City, State, Zip Code

To whom it may concern,

This letter serves as verification that [Applicant Name] is enrolled full-time in the [Degree Program] at the [School], [University Name]. The anticipated date of degree completion is [Date].

If you have any questions or require additional information, please contact [Contact Name] at [Contact Information].

Sincerely,

[Name]

[Position]