TED SCRIPPS FELLOWSHIPS IN ENVIRONMENTAL JOURNALISM
DETAILED APPLICATION INSTRUCTIONS

Below are the components required for a complete application to the Ted Scripps Fellowships in Environmental Journalism. *Please label each file clearly.* This information is also available on the CU Jobs website within the application. All applications and attachments must be submitted online through the CU Boulder Jobs website. **The application deadline is March 1, 2023 at 11:59pm (MST).**

1. **Resume/CV**: Upload a résumé in PDF format that includes your education, work history as a professional journalist, and journalism awards/honors you've received (with the year awarded). In addition to the dates that you held each position, briefly describe your duties.

2. **Cover Letter/Professional Autobiography**: Please upload a PDF document of no more than 1,200 words addressing the following questions. Please do not duplicate your proposed study plan & project proposal.

- Why are you interested in the fellowship and why are you the best candidate?
- Describe your career as a journalist and the values that have shaped your work.
- What are your most noteworthy achievements?
- Why are you interested in covering environmental issues, and how would a Ted Scripps Fellowship benefit you?

Freelancers: At the end of your Professional Autobiography, please list the assignments/jobs you've completed in the last 12 months, and for whom, along with a few words about each. If your clients are not widely known, briefly explain who they are.

3. **Study Plan & Project Proposal**: Please upload a PDF document explaining what you would like to study while on the fellowship, including the academic areas you propose to concentrate in and some of the courses you might like to audit.

In addition to this study plan, describe a significant journalistic project that you would like to work on to provide focus for the fellowship year. This project could be a finished work, such as a newspaper series or a major magazine article, or it could lay the foundation for an even larger work, such as a book, documentary, or series of radio broadcasts.

4. **Professional Work Samples**: Three professional work samples are required. Please upload a single PDF document containing links to your work samples **(do not upload individual files).** You can provide a combination of sample types, but *do not exceed three samples*. Samples may include:

- Articles
  - In a PDF document, include links to each article. In each case, the date and publication venue must be clear.

- Photographs/Illustrations/Other Journalistic Visual Material
  - In a PDF document, include links to the visual work you would like us to consider, a brief description of each image (a couple of sentences is sufficient), the date of publication, and where each was published.
  - If you have a portfolio site featuring your images, you can include that URL, as well as instructions on what you would like us to look at. Also include in the document a brief description of the images you want us to review, along with the date of publication and where each one was published.

- Broadcast
  - In a PDF document, include links to the specific broadcast segments you would like us to consider, along with the dates they were broadcast and the outlets where these were broadcast. *Maximum: one hour of samples.*

- Online Projects
  - In a PDF document, include links to online projects you would like us to consider. Include in the document a short description of your contributions to the site, story, package, etc. As with all types of samples, include details about when and where the work was published.

5. **Contact information for three references:** This will be collected by our system during the application process. References may receive an email request to provide a confidential letter of recommendation and will be given ample time to provide these letters once contacted. One reference should be your immediate supervisor or, for freelancers, an editor who has worked closely with you. Note that you do not need to provide a letter of recommendation with your application; only contact information is initially required.

For more information on the application requirements, and fellowship information, visit the [CEJ website](#).

Questions about the application can be directed to the [Program Coordinator.](#)