



## 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. 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.**

- A. Resume/CV:** Upload a résumé in PDF format which 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.
- B. Cover Letter/Professional Autobiography:** Please upload a PDF document addressing the following questions. In this essay, please do not duplicate your proposed study plan & project proposal. Please limit this to a maximum of 1,250 words.
- Why you are interested in the fellowship and why you are the best candidate. Describe your career as a journalist and the values that have shaped your work. In your answer, address these questions:
    - 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 jobs you've completed in the last 12 months, and for whom, along with a few words about what you did. If your clients are not widely known, briefly explain who they are.

- C. 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.

- D. Professional Work Samples:** *A minimum of three professional work samples are required.* If you have more than three samples or the file size is large (10MB+), please include a link to your samples instead of individual files. You will upload your work samples file (PDF, JPEG, MP4, etc.) with your application. Links to online samples will also be accepted. **Please note: all requested work samples must be combined and uploaded as one PDF file.**

There are different ways to provide work samples depending on the kinds of samples you would like us to consider; these can be a combination of sample types but should not exceed a total of ten samples. The specifics are noted in the detailed instructions below. Samples may include:

- **Articles:** *Maximum of five.*
  - Upload PDF files of your article samples. In each case, the date and publication venue must be clear.
- **Photographs/Illustrations/Other Journalistic Visual Material:** *Maximum of 10.*
  - Upload PDF files of the visual work you would like us to consider. Also provide a brief description of each of the images (a couple of sentences is sufficient), along with the date of publication and where each one was published.
  - If you have a portfolio site featuring your images, you could upload a PDF document that includes the URL, as well as instructions on what you would like us to look at. Also include in the document a brief description of each image, including where and when it was published.
- **Broadcast:** *Maximum one hour of samples.*
  - Provide a PDF document with links to the specific broadcast segments you would like us to consider, along with the dates they were broadcast, and a listing of the outlets. This document must be added as one file along with your other samples of work.
- **Online Projects:** *Maximum of five.*
  - Upload a PDF document with 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.

- E. Contact information for three references 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 letter should be from your immediate supervisor or, for freelancers, from an editor who has worked closely with you. Please note that you do not need to provide a letter of recommendation with your application, only contact information is initially required. We will contact references if an applicant is considered for an interview.

Questions about the application can be directed to the [Program Coordinator](#). Thank you for considering the Scripps Fellowship, we look forward to reviewing your application!