



Ted Scripps Fellowships in Environmental Journalism Detailed Application Instructions

Below are the specific 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.

A. **RESUME/CV:** Upload a résumé 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 you held each position, briefly describe your duties.

B. **COVER LETTER:** Please upload a document addressing the following:

- Why you are interested in the fellowship and why you are the best candidate.
- In 1,250 words or fewer, 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? In this essay, please do not duplicate your proposed study plan & project.

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 tell us 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. **THREE PROFESSIONAL WORK SAMPLES:** File uploads for three professional work samples (.PDF, .JPEG, .MP4 etc.) will be **required**. Three additional links to online samples will also be accepted. There are different ways to provide work samples depending on the kinds of samples you would like us to consider, noted in the instructions below. Please note that except for mailed materials, all of the following should be uploaded with the rest of your application.

Samples may include:

- **Articles:** *Maximum of five stories.* Please note that we prefer PDF versions 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 versions of the stories, web pages, etc., in which the visual work you would like us to consider appeared. In the same document, please provide a brief description (a couple of sentences is sufficient) of each of the images, 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 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.
 - Alternatively, you can mail a CD with samples as described above to the address listed below. Also upload a document with brief descriptions of the images.
- Broadcast: *Maximum one hour of samples.*
 - Upload a 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.
 - Alternatively, send CDs or DVDs with your broadcast samples to the address below. As with other mailed materials, please make sure to upload a document with a brief description of the broadcast samples, including dates and outlets.
- Online: Upload a document with links to a *maximum of five 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.

If you have work samples that cannot be uploaded with your online application, or submitted via links listed in an uploaded document, (i.e., a CD or DVD, a magazine project that is best viewed in print), you must mail these for arrival by the application deadline.

Send professional samples to:

Center for Environmental Journalism
 University of Colorado Boulder
 1511 University Avenue, 478 UCB
 Boulder, CO 80309-0478

Contact information for three references will be collected by our system during the application process. One letter should be from your immediate supervisor or, for freelancers, from an editor who has worked closely with you. 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.

