

# Yale Fellowships and Funding

## Creating a FELLOWSHIPS RÉSUMÉ

# Yale

Use the address that matches your application district or region for:

Marshall | Rhodes

Headings are a way of framing your experiences to create a specific narrative. “Education” should be the first section, but subsequent headings can contextualize your application with themes such as:

- Journalism
- Public Policy
- Teaching and Mentorship
- Artistic Pursuits
- Political Activism
- Athletics
- Community Organizing

Feel free to specify themes further. Your exact combination will add a dynamic texture. Bland categories such as “Leadership” and “Work Experience” feel less grounded and are easy to skim over.

★ Explanatory bullet points after entries should be windows into that experience.

XXX Area Street, Apt. 1, New Haven, CT 06510	<b>Elian Yale</b>	Phone: (XXX) XXX-XXXX Email: elian.yale@yale.edu
<b>EDUCATION</b>		
<b>Yale University, Class of 20XX, New Haven, CT</b>		
• Bachelor of Arts, GPA 3.7, Double Major Political Science and Philosophy, Senior Thesis: Rethinking Thought: Applied Cognitive Science in American Welfare Programs (2008-2012), Brady-Johnson Studies in Grand Strategy		
<b>Area High School, Dover, CO</b>		
• High School Diploma, Graduated with Honors, May 20XX, National AP Scholar, two-time AP Scholar with Distinction		
<b>Government Service and Public Policy</b>		
<b>The United States Treasury Department</b> , Washington, DC, Summer 20XX <i>Intern, Domestic Finance Division, Office of Federal Finance</i>		
• Authored numerous detailed reports on internal matter including the composition of internationally-owned treasury securities and the historical interrelationship between receipts, outlays, GDP and total outstanding marketable debt		
• Formulated daily “Market Updates” for widespread internal distribution by closely following daily market trends as a foundational member of the newly reinstated Treasury Market Room		
<b>The White House</b> , Washington, DC, Summer 20XX <i>Intern, Office of Presidential Personnel, National Security Portfolio</i>		
• Led recruiting on behalf of the president including researching and screening candidates for presidential appointed positions at the Departments of State, Homeland Security, Defense, Justice, Veteran’s Affairs, and in the CIA and FBI		
• Assisted the special assistant to the president for personnel in a variety of tasks including gathering background information on potential candidates, coordinating interviews and guiding candidates through the selection process		
<b>The Federalist Society</b> , Washington, DC, Summer 20XX <i>Research Associate</i>		
• Completed multiple writing projects on topics ranging from states’ rules of evidence to the Supreme Court		
• Performed detailed legal research on X initiative		
<b>American Civil Liberties Union</b> , Littleton, CO, Summer 20XX <i>Intern/ Assistant to the Executive State Director for Colorado and Louisiana</i>		
• Acted as campaign press coordinator for high-profile litigation		
• Researched new voting guidelines and wrote grassroots manual for organizers		
<b>University Service and Community Leadership</b>		
<b>Co-President and Treasurer, Senior Class Council</b> , Yale University, Spring 20XX-Present		
• Led a council of 24 members, managing nearly \$200,000 allocated for Senior Class activities and events		
<b>President, Hopper College Council</b> , Yale University, Spring 20XX-Spring 20XX		
• Planned activities and events within Hopper College while directing a team of 20 representatives on issues pertinent to undergraduates in Hopper		
<b>Representative, Yale College Council</b> , Yale University, Spring 20XX-Fall 20XX		
• Worked with top Yale University officials on issues and concerns related to the First-year Class		
<b>Languages and Special Skills</b>		
<b>Languages:</b> Spanish (Advanced), Arabic (Intermediate), Swahili (Beginner)		
<b>Special Skills:</b> Microsoft Word, GIS, Excel, SketchUp		
<b>Special Interests:</b> Pottery, Contemporary Latin American Fiction, European Soccer, Testing New Recipes		

Include your GPA, major, title of senior project, as well as other specifics from college under “Education”. Do not repeat this content later unless it provides necessary information.

You may include important honors or awards from high school. Be careful not to overemphasize these activities unless they tie in with your overall story, committees focus much more on college.

This is a suggested format. Play around to find a visual style (headings, fonts, structure) that works for you, but remember, résumés should be sleek and not visually overwhelming.

Check the requirements for the fellowship you have chosen. Some will permit a 2-page resume, others will ask for only 1 page.

Remember, fellowship committees are not trying to hire you. Languages and special interests are more compelling than technical skills (unless they are essential to your work, listing “GIS” may elicit a question in your interview while “Microsoft Word” never will). For languages, use a standardized scale (ACTFL, Common European Framework).