



### Tips for Preparing an Outstanding Madison Fellowship Application

Review the entire application to ensure that you have time to complete it and to gather the necessary documents.

Review **all** the section prompts before answering **any** to ensure that answers are in the most appropriate categories.

Write all information at a graduate level, including capital letters at the beginning of sentences; no textspeak or emoticons; etc. The Selection Committee will see your application exactly as you submit it.

Thoughtfully answer each question; polish and proofread your answers.

It will be to your advantage to answer all questions, even ones that are technically optional.

Use most-to-all available characters in your responses. Short responses might be perceived as a lack of effort on your part.

Avoid casual, off-the-top-of-your-head responses.

If cutting/pasting from elsewhere, edit the original to ensure that answers match the prompts in *this* application.

Ensure that your educational history (institutions, courses, GPA's) match the transcripts that you submit.

If applying for a Senior Fellowship, emphasize professional (not undergraduate) awards and activities.

Diligently research the plan of constitutional studies at your proposed university and list specific course numbers and course titles. Provide an explanation of why you chose these particular courses and how they fit in with your overall degree program, especially with regard to your study of the Constitution.

Use Question #2 in the *Professional Strengths and Attributes* section to fill in any of the gaps in your professional or academic background. Tell the Selection Committee why, for example, you did not work outside the home for 10 years; or why your low junior college GPA is not an accurate predictor of the type of student you are today; or why you live in State A but plan to earn your degree in State B; etc. This is your opportunity to "fill in the blanks."

Write your *Constitutional Essay* in a formal, academic style, clearly indicating that you can master the challenges of a graduate-level program. The Selection Committee looks for responses that go beyond praising "good citizenship."

Encourage the writers of your recommendations to discuss specific attributes, personal qualities, and professional accomplishments--especially those that were not addressed elsewhere in the application. Send your recommenders a copy of your resumé and, if possible, your responses to the various questions in the application.

Follow up with your recommenders to ensure that they submit their recommendations on time. They are busy people, and they will appreciate a gentle reminder from you as the due date nears.

Complete your application in sufficient time for someone else to review it and provide you with comments.