



## Tips for Improving Your Rotary Peace Fellowship Application

It's not enough to be qualified for the Rotary Peace Fellowship; it's essential you use the application to demonstrate how you are qualified and how your experience applies to the field of peace and conflict prevention and resolution. You can demonstrate this through the following application components:

### Résumé/CV

Please make sure to put the month and year for each job, internship, or volunteer experience to fully represent your work experience. For the master's degree program, there is a minimum requirement of three years of relevant work experience. For the certificate program, the requirement is at least five years. If you have work experience that you believe is relevant but might not seem relevant to someone outside of your particular field of employment, show the connection to peace and conflict prevention/resolution as you describe your primary responsibilities. We highly recommend that you also enrich your explanation of this connection within your essays.

### Essays

Your essays are your opportunity to set yourself apart from other applicants. Use examples of your experience and leadership to demonstrate your passion for the field of peace and conflict prevention and resolution. Here are some easy-to-follow tips for writing great essays:

- **Make clear, detailed points on how the fellowship will help you achieve your long-term goals.** The selection committee strongly considers future plans and goals, so clearly state how this fellowship will affect your future aspirations. Don't assume that the person reading your essay will automatically make the connection between your goal and what the fellowship offers.
- **For the master's degree program, thoroughly research each center** using the links on our website, and explain in detail why you prefer your top two choices. (Note that you will not be able to change your center preferences after submitting your application.) A successful candidate for one center may not be a successful candidate for another. University representatives of your top two choices review your application to determine whether you will be a good fit for their program. Reviewers are looking for reflective, critical thinkers who have the passion and skills necessary to excel in this field. **Read the questions carefully** and be sure to answer them clearly. Although some questions may seem similar, they are opportunities to explore various aspects of your work and elaborate without repeating yourself.
- **Be honest.** Every applicant has a story and a reason for wanting to dedicate their life to peacebuilding. Essays that are honest and tell a true story are the ones that come alive and make the reader feel something.
- **Don't use lists.** Instead of listing a lifetime of accomplishments, focus on the achievements you are proudest of. Elaborate on how you reached your goals and the impact this had on others.
- **Organization is important.** Each essay has a 500-word limit, and applicants have many ideas to express. Make an outline of key points you'd like to convey, and use that as a guide.
- **Always review your writing** for spelling and grammar mistakes.

### Recommendations

Because selection committee members don't interview applicants, they rely heavily on recommendations to evaluate candidates. Choose references who can articulate why you are a strong applicant for the program.

**Academic:** Applicants to the master's degree program must submit a recommendation from an academic reference. This person does not necessarily have to be a professor; rather he/she should be someone who can attest to your ability to succeed within the classroom.

**Professional:** You can select colleagues, supervisors, and employers as your professional references. A professional reference should know why you are applying to the fellowship program and how you are a good fit.

When choosing a reference, look at the recommendation form carefully and consider whether the person you have in mind would be able to answer all pertinent questions, especially question 5 for academic references. You are encouraged to ask



your reference to write thorough examples or anecdotes. This increases the quality of your recommendation and shows that the reference is a reliable resource when determining your candidacy for the fellowship.

### **English proficiency**

All courses are conducted in English. While professional development certificate candidates aren't required to submit a TOEFL or IELTS score, master's degree candidates who are non-native English speakers must submit one of these two scores (scores are valid for 2 years after the test date). Each partner university has minimum scores, which are listed on the application instructions. Exceptions are *only* made to non-native English speakers who received a bachelor's degree from a university or college located in the United States, Canada, United Kingdom, or Australia.

A TOEFL or IELTS score is a hard requirement for non-native English speakers. If the score you received doesn't meet the minimum score of the partner universities, we highly recommend that you take time to further study the English language, improve your proficiency, and retake the appropriate exam.