

## **Instructions for Applying: What to Include in Your Application**

Please cover all of the following points, numbering each section as indicated below. Your statements should be complete, but as concise as possible.

1. Personal Information: name, address, phone number, and email address.
2. Educational Information: college or university you are currently attending, degree program, current GPA, expected date of graduation
3. Relevant Academic Coursework: credit courses or internships you have taken in the past or are currently taking specifically related to aging, long-term care and/or death and dying. Indicate the institution offering the course, and when it was taken.
4. Relevant Non-Credit Learning Experiences: conferences, lectures, seminars or other non-credit activities you have attended or are currently attending specifically related to aging, long-term care, and/or death and dying. Indicate the name of the activity and when it was taken.
5. Aging-Related Volunteer Work for a Community Organization, Public Agency, or Legislative Body, or unpaid caregiving experience with an older person: indicate the name of the organization(s) or who you cared for, specifically what you did, when and for how long (number of months).
6. Aging-Related Paid Employment: indicate the name of the employing organization(s), your job title(s), a brief description of your responsibilities, and when and for how long (number of months) you were employed.
7. Reason for Interest in Gerontology and Future Career Goals: be specific, to the extent possible.
8. Financial Need: be specific, to the extent possible.

### **In Addition, Please Scan and Email With Your Application:**

- (a) A copy of your latest transcript.
- (b) One letter of recommendation from an academic advisor, instructor, or supervisor.

**Thank You for your Interest in Working in  
The Field of Aging or with Older People!**