

## Tips to Improve Your Application

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

**Resume/CV:** Please make sure to put the month and year for each job, internship, and/or volunteer experience to fully represent your work experience. For the master's degree program, there is a minimum requirement of three years 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, you must show the connection to peace and conflict prevention/resolution when describing your primary responsibilities of that position. We highly recommend that you also enrich your explanation of this connection within your essays.

**Essays:** This is your opportunity to set yourself apart from other applicants. It is important to use examples of your experience to demonstrate your passion for the field of peace and conflict prevention and resolution. The selection committee strongly considers future plans and goals, so clearly state how this fellowship will impact 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. Make clear, detailed points to convince the reader exactly why and how the fellowship will help you achieve your long term goals. Additionally, it is essential that you research each center and explain why you prefer your top two center choices. A successful candidate for one center may not be a successful candidate for another. Your explanation for your preferences is very important because university representatives of your top two center choices will be reading your application and determining whether you will be a good fit for their specific program. Application readers are looking for reflective, critical thinkers who have the passion and skills necessary to excel in this field. The essay is the place to demonstrate this.

*Always remember to review your essays for any spelling and grammar mistakes!*

**Recommendations:** Because the selection committee does not interview the applicants, it strongly considers the recommendations that are submitted with the application. We recommend that you select references who can articulate why you are a strong applicant for the program.

**Academic:** the master's degree program requires applicants to submit a recommendation by an academic reference. This reference 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:** applicants can select colleagues, supervisors, and/or employers as their professional references. A professional reference should know why you are applying to the fellowship program and how you are a good fit.

When deciding who to select as your potential references, look at the recommendation form and see if the people you have in mind would be able to answer all pertinent questions on the form, *especially* question number 5 for academic references. If you think he/she can, that individual would probably be a good person to ask to be your reference. As a note, any examples or anecdotes in responses will increase the quality of your recommendation. They show that the reference is a reliable resource when determining your candidacy for the fellowship.

**English Proficiency:** All master's degree and professional development certificate courses are conducted in English. For this reason, applicants must be proficient in English. While certificate candidates are not 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). There are minimum scores for each partner university, which can be found on the application. 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 does not 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.