Students for Economic Justice (SEJ)
Summer Fellowship 2020
Application Guide

We welcome participation from students of all genders, and racial and ethnic backgrounds. The Center on Policy Initiatives is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and LGBTQ candidates to apply.

Application Process

1. **Complete online application.** Application can be found at [https://www.cpisandiego.org/sej/apply](https://www.cpisandiego.org/sej/apply). The application includes three sections: 1-General Information, 2-Short Answers, and 3-Essay Questions. We highly encourage you to write the essay prompts on a separate document so as to keep track of the word count, spell check, and have someone else revise it, before copy/pasting into the online application form. *Tip: Please write the essay questions with ample time before the deadline, this will help you provide quality responses to the questions.*

2. **Request a letter of recommendation.** The letter can be requested from someone who knows you well to describe who you are and why you’d be a good fit for the SEJ program? Recommendations can come from former employers, teachers, mentors, or other supportive roles. The letter must include a signature and contact information, such as email or phone number. The letter needs to be directly emailed to [ana@cpisandiego.org](mailto:ana@cpisandiego.org) by the deadline. *Tip: Be sure to give your recommender at least 2 weeks or more of advance notice to write you a letter.* Refer to this article for advice in asking for a letter: [http://bit.ly/2hlqQ6Y](http://bit.ly/2hlqQ6Y)

3. **Prepare your resume.** The online form will require you to upload a PDF or Word document. Please describe your prior employment, education, internships, etc. Describe your roles, successes, hours worked, and duration. You can also include your involvement in student organizations, volunteer work, community work, church activities, etc. that speaks to your leadership development and/or skillsets. At the end, list three references (name, title, contact information, and how long you’ve known them). Two pages maximum. *Tip: We encourage you to visit your career services center for advice on improving your resume.*

More Info
For questions about SEJ, please contact the Leadership Development Coordinator, Ana Laura Martínez, at [ana@cpisandiego.org](mailto:ana@cpisandiego.org) or (619) 584-5744 ext. 132. For technical questions about the online application, please contact [Jessica Córdova at jcordova@cpisandiego.org](mailto:jcordova@cpisandiego.org) or (619) 584-5744 ext. 128.

About CPI
The Center on Policy Initiatives is a research and action institute dedicated to creating economic prosperity, sustainable communities and a healthy environment for all. CPI serves a unique role in the San Diego region providing the analysis, policy solutions, education and alliances that advance social and economic justice.