



## APPLICATION COMPONENTS

Completed BILLD applications must be received by CSG Midwest no later than April 9.

Please make sure that you have submitted each of the following components of your application. Late and/or incomplete applications will not be considered. You will receive confirmation of the receipt of your application materials via email message.

**(1) APPLICATION FORM** Complete the application form contained in this packet or apply online at [csgmidwest.org](http://csgmidwest.org).

**(2) WRITTEN ESSAY** Describe your qualifications for receiving a BILLD Fellowship by answering the following questions. Your essay must be limited to two typed pages.

- a. What is the policy area of greatest interest to you, and what role do you play or expect to play in addressing it?
- b. What is your most significant legislative accomplishment or skill that demonstrates your ability as a legislator?
- c. What is your most significant personal or professional accomplishment outside the legislative arena that demonstrates your commitment to public service?
- d. There are a number of ways to exercise leadership. How would you describe your personal leadership style, and how do you effectively demonstrate leadership in the legislature?

**(3) CURRENT RÉSUMÉ** Your résumé must be limited to two typed pages and include the following information, as applicable. Please use bullet points rather than paragraph format.

- Legislative background (first elected/appointed; number of years of legislative service)
- Legislative committees on which you currently serve
- Current and/or previous leadership roles in the legislature
- Prior elected office(s)
- Community service/volunteer activities
- Occupational and educational background

### **(4) TWO LETTERS OF RECOMMENDATION**

Submit two personalized letters of recommendation, written by state legislative colleagues and/or graduates of the Bowhay Institute (please note that members of the BILLD Steering Committee are not permitted to write letters of recommendation). Do not submit more than the two required letters of recommendation, as only two letters will be considered by the Steering Committee.

