



## APPLICATION COMPONENTS

Completed BILLD applications must be received by CSG Midwest no later than April 15.

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 all of the following questions. Your essay must be limited to two typed pages.

- a. What is the policy area of greatest interest to you? Describe the role you play or expect to play in addressing this policy area.
- b. Describe how your profession/work or community service outside of the legislature has influenced your work as a lawmaker or approach to legislative service.
- c. 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?
- d. What do you hope to gain from participating in the BILLD program?

**(3) CURRENT RÉSUMÉ** Your résumé must be limited to two typed pages and include the following information, as applicable.

- 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.*

Please instruct those writing letters to address your qualifications in the following areas:

- Leadership potential
- Dedication to public service
- Commitment to civility and collaborative solutions
- Commitment to the legislative process
- Desire to strengthen the legislative institution

