



### ADMINISTRATIVE FELLOWSHIP APPLICATION CHECKLIST

Please email the completed application, checklist, cover letter, resume, personal statement, transcripts, letters of reference and essay question responses to: [adminfellow@cmh.edu](mailto:adminfellow@cmh.edu). Include all deliverables in a single PDF due by 5:00 p.m. CST, September 5<sup>th</sup>, 2024.

Name: _____		
<i>Last</i>	<i>First</i>	<i>Middle</i>
Email: _____		
Street Address: _____		
City/State/ZIP: _____		
Phone: _____		

School and Graduate Program: _____
How did you hear about the Administrative Fellowship at Children's Mercy?
<input type="checkbox"/> University Office <input type="checkbox"/> ACHE <input type="checkbox"/> Website <input type="checkbox"/> Other (please specify): _____

Please complete and include the checklist below to ensure a complete application packet. All application materials should be submitted to [adminfellow@cmh.edu](mailto:adminfellow@cmh.edu) via PDF by **5:00 p.m. CST, September 5, 2024**.

- ☐ Cover Letter (Addressed to Scott Gage, MBA)
- ☐ Current Resume
- ☐ Official Graduate and Undergraduate School Transcripts
- ☐ Personal Statement (not to exceed one page)
  - Should address your interest in a pediatric administrative fellowship, attraction to Children's Mercy, and your career goals and objectives
- ☐ Essay Question Response (250-500 words)
- ☐ Three Letters of Reference

## **ESSAY RESPONSE:**

Please respond to the following questions within 250-500 words:

1. Describe how you would approach building relationships with medical staff and other departments to ensure cohesive healthcare delivery.
2. Discuss how you promote open and transparent communication within an administrative team, considering diverse backgrounds and communication styles. Share specific strategies you've used to build trust and enhance collaboration.