



Mayo Clinic Administrative Fellowship Program (AFP) 2010 Application Checklist

Personal Information

Name: _____

Street Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Education Information

Graduate School: _____

Degree: _____ GPA: _____ Date Degree Received or Anticipated: _____

Application Checklist (please include this checklist with application materials):

_____ Applied to online Job Posting No. 28091 at www.mayo-clinic-jobs.com.

_____ Cover letter (one page) that indicates:

- What inspired your interest in health care administration.
- Order of preference among the three campus locations: Jacksonville, Fla., Rochester, Minn., and Scottsdale/Phoenix, Ariz. This information will not affect fellowship selection decisions but will help the selection committee determine assignments.
- How you heard about our fellowship, specify your recruitment sources.

_____ Current resume.

_____ A brief personal essay (one to two pages recommended) addressing the following questions:

- How will Mayo Clinic and the Administrative Fellowship Program (AFP) fit into your career plans? Please include a description of your envisioned administrative fellowship experience.
- What would be your ideal position or role post-completion of the AFP? Please include a description of the area (clinical administration, hospital operations, human resources, education and research administration, finance, quality, support services), level and type of work, and the most important aspects of your post-fellowship position or role.

_____ Three letters of recommendation (one from graduate program director and two from other individuals who can evaluate work performance, leadership capabilities, and academic and professional experiences).

_____ Official graduate school transcript.

_____ Official undergraduate school transcript.

Please mail applicant packet items to: Jane Macken, Administrative Fellowship Program, Ozmun East 3, Mayo Clinic, 200 First St. SW, Rochester, Minn. 55905

Application and all accompanying materials must be postmarked in one complete package on or before Friday, October 1, 2010. Incomplete applications will not be reviewed by the selection committee.