

Application Instructions

**Applications should be submitted
no later than 11:59pm Wednesday, February 5, 2025**

Please read the following instructions carefully to ensure you are providing the strongest applications possible. This process has changed from applications in previous years.

On the website you will find individual links to access the Handshake job postings for each PIFP Fellowship offered for the 2025 cycle. You may submit an **application for up to 5 Fellowships** of interest.

**YES – you are applying directly to your organizations of interest this year. Your applications are unique to each site and can address their needs and your skills specifically.*

You will also complete a separate [PIFP Interest, Work Authorization, and Commitment Form](#). Your applications will not be sent on to any organization unless the PIFP Interest Form has also been completed thoroughly. ** This form is submitted for your participation in PIFP and will be for internal use only unless hired by an organization and relevant information must be shared.*

Organization Applications

On the website you will find individual links to access the Handshake job postings for each PIFP Fellowship offered for the 2025 cycle. You can also find all PIFP Fellowships in Handshake by including the keyword “PIFP” in your job search. You may submit a **separate application for up to 5 Fellowships** through Handshake. The [application form](#) is available on the PIFP website and with all job postings.

Within the application, you will be asked for basic contact information, several short essay questions, and two references. Your essays do not need to be completely re-written for each, but you are highly encouraged to tailor each application to the organization and role, if possible. Each application will go to a separate organization, so this is your chance to shine for their opportunity. References can be the same for all applications.

Save your application form(s) as a PDF before uploading the file to Handshake, please name your files: Your Last Name, First Name - Organization Name

ESSAY QUESTIONS:

Your answers to each of the following should be **approximately 300 words or less**. We are looking for concise, informational, and impactful responses to learn more about you as a learner, developing professional, and potential future change maker.

Consider these essay questions as your way of telling them “why they should hire you.” Be direct, and confident! You should include any information you want this organization to know about your interest for their fellowship specifically.

1. Write a short personal summary.

Tell us about yourself. What should they know about you to better understand what you bring to this fellowship: your background, interests, and strengths? They’re not trying to find out where you were born

or where you went to high school; instead, consider the ways they can better understand who you are as they consider you as an addition to their team and how you will fit within their culture.

2. Why are you interested in this organization?

This is your opportunity to demonstrate that you have done research on the company. Include specific interests you have related to the work they do (their mission and programs), and your desire to gain exposure to the primary areas where work in this role will contribute. Also share what you hope to learn from being a part of their work and the skills/knowledge you are looking to acquire from the responsibilities of the role. What attracts you to this position? How does the organization align with who you are?

3. Share your top 5 skills and how these skills will be beneficial to a PIFP fellowship.

How are you prepared for the position they are offering? Include skills you've likely gained/learned through life, academic courses, work, volunteering, etc. Consider addressing the qualifications the employer has requested. If you don't feel you have those, what related skills may equip you to learn quickly in this environment. This essay will likely be the most tailored for each specific Fellowship application.

4. Explain how you think a fellowship with this PIFP partner organization might be a step in reaching your future goals.

Tell us some of your goals (short & long term) and why this fellowship will provide experience and/or skills essential in your path toward these goals. Share how exposure to this specific workplace, the industry, or the non-profit sector committed to this work will open doors for what you hope to do in the future.

5. The Organization's Supplemental Question.

On each Fellowship job posting, the organization has the opportunity to ask you a question of particular interest to them. You will find it as the very last piece of information in their description. This question may overlap with some of the previously asked essay questions. Do your best to answer all questions asked without being redundant in your responses. Use similar or repeated questions to expand on the information you can share with them instead of focusing on "the same" answer over again.

You are welcome to utilize drop-ins and appointments to review your essays with a Career Center staff member. Drop-ins typically last 15 minutes or less depending on the number of people in line, so you may not have time to get through all essay questions in one visit. Appointments can be scheduled in [Handshake](#).

REFERENCES:

Within the application, you will be asked for the name, organization and title (if relevant), email address, and phone number, of two people who the organization can reach out to for a reference check if you are a final candidate. Make sure this information is accurate, so they are able to reach this individual. Best practice is to ask your recommender BEFORE you assume they will be willing to speak on your behalf. Be sure to ask if they are able to provide you with a strong, positive reference and not just assume anyone who knows you will be a "good" reference. Soon after your interview with an organization, you should provide your application materials and a copy of the job description to these references, so they are prepared for the organization to reach out to them. The organization will often tell you if they are doing a reference check and when, but don't rely on that before you prepare your references. If you have interviewed with more than one organization, your references may receive more than one reference check.

RESUME:

Your resume may be 1-2 pages in length to fully share the experiences and activities that demonstrate what you can offer the PIFP partner organizations. A longer resume is often acceptable in the non-profit sector, however, you are still encouraged to tailor your resume for the specific job, if possible, and focus the content on relevant experiences and information that proves your qualifications for the role.

Refer to [Career Center resources](#) when putting your resume together, and utilize drop-ins and appointments to review your resume with a Career Center staff member. Appointments can be scheduled in [Handshake](#).

Please save the resume as a PDF and name the file: Your Last Name, First Name - resume.

If you upload different resume files for particular organizations (not required), save your file with a more specific name to avoid errors when selecting the resume you want to use for each application: Your Last Name, First Name - Organization Name - resume

PIFP Interest, Work Authorization, and Commitment Form

The [PIFP Interest, Work Authorization, and Commitment Form](#) is gathering information about all Colorado College students who are a part of the PIFP application process to learn basic details necessary for the process, be prepared to support you as necessary in regards to work authorization, and to help you understand the expectations of participation in PIFP.

This content will only be available to, and used internally unless you are hired by an organization and some details need to be shared with the organization at that point.

REMINDERS FOR STUDENTS ON AN F-1 OR J-1 VISA:

Students on an F-1 or J-1 visa need employment authorization to work off-campus. Students on an F-1 visa will pursue Curricular Practical Training (CPT) or Optional Practical Training (OPT) while students on a J-1 visa will pursue Academic Training.

All international students should work directly with International Student and Scholar Services (ISSS) for the process details appropriate for them. As an international student you need to complete the necessary steps well in advance to ensure employment authorization is received BEFORE you start working off campus. It is essential that any work off-campus is directly tied to your academic major. You are highly encouraged to discuss your job search with ISSS in advance of submitting applications and interviewing to ensure you understand all requirements and are on track for work authorization should you receive an offer. Please refer to [ISSS' Employment pages](#) for additional information. There are some videos you can watch to get yourself started if you haven't recently participated in an on-campus workshop. Please DO NOT wait until you receive a job offer to begin these steps. You should have a very clear idea of how each job offer will impact your final steps well in advance of actually receiving an offer. Reach out to [Andrea Culp](#), PIFP Director, if you would like to further discuss your options before submitting your application. We would prefer to support you in finding appropriate opportunities rather than need to troubleshoot issues too late in the process.

Curricular Practical Training (CPT): If you are offered a PIFP Summer fellowship (or any other summer opportunity off-campus), you will need to be authorized for Curricular Practical Training (CPT). CPT involves multiple steps and offices. You will begin with an application process through ISSS which can be started as soon as you receive an official offer letter but no less than two weeks before the start date of your internship. [Andrea Culp](#), PIFP Director, will help you navigate this conversation with PIFP supervisors, as necessary.

Optional Practical Training (OPT): If you are graduating and offered a position to work in the U.S. after graduation, you need to apply for Optional Practical Training (OPT). International Student & Scholar Services (ISSS) recommends that you apply for OPT 90 days before you complete your degree because the OPT application process takes a long time. You do not need to have a job offer in order to apply for OPT. In fact, you may need to start this process long before you receive an offer to have any chance of approval before your intended start date. If you have not participated in a workshop or watched the video, please follow up with ISSS immediately.

Questions about the application?

Please contact Andrea Culp, PIFP Director - PublicInterest@coloradocollege.edu