

# INSTRUCTION SHEET

## 2021 APPLICATION PROCEDURES

Individuals applying for a 2021 Skadden Fellowship should apply by emailing **two PDF files** containing:

1) the fellowship application form and 2) the supporting materials.

**1) Fellowship application form including four (4) essays**

Please note: The application must be filled out electronically, and the copy you send to us should be electronically readable, not be a scan. In order for all applicants to have an equal opportunity, we ask that you keep your essays to between 300 and 400 words each, with 400 as a firm limit.

**2) Supporting Materials:**

Please note: this PDF should be assembled in the order indicated below.

**a) Commitment letter from potential host organization**

**Optional:** Coalition letter(s), if applicable, should be placed behind the commitment letter.

**b) Two letters of recommendation, one each from a**

- (i) former supervisor or employer; and
- (ii) law school professor

If a recommender wishes to submit the recommendation confidentially, they may email it to [skadden.foundation@skadden.com](mailto:skadden.foundation@skadden.com) by September 14, 2020.

**c) Law school transcript**

The transcript may be official or unofficial, as long as it is legible. If you are in a joint degree program, please include your transcript for both programs.

**d) Resume**

**e) Optional:** You may, but need not, append a local article that directly pertains to the client need you wish to address with your project. Do not include lengthy or numerous attachments.

**f) Two certifications, one each signed by**

- (i) the applicant; and
- (ii) the host organization.

Please email your application to [skadden.foundation@skadden.com](mailto:skadden.foundation@skadden.com) by September 14, 2020.

- Title the email "[Your Name] — Fellowship Application" "[Time Zone]"
- Your *time zone* should be noted in the title of your email. For example "Mountain", "Pacific", etc.
- Label the attachments:
  - "[Your Last Name], [Your First Name] Application" and
  - "[Your Last Name], [Your First Name] Materials"
- Do not include this instruction sheet in your pdfs

The Skadden Foundation prohibits discrimination against applicants and Fellows on any basis prohibited by applicable law.

We encourage applications from individuals who are members of groups that historically have been underrepresented in the legal profession, as well as from those whose personal or professional experiences have yielded deep connections with or insights into the marginalized client communities they seek to serve.

Any applicants who may need assistance or accommodations in the application process should contact Kathy Quijije at [kathy.quijije@skadden.com](mailto:kathy.quijije@skadden.com) or (212) 735-5176.