

## INSTRUCTION SHEET

### 2024 APPLICATION PROCEDURES

Individuals applying for a 2024 Skadden Fellowship should apply by emailing **three PDF files** containing:  
1) the fellowship application form 2) the supporting materials and 3) signed certifications

**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. We ask that you keep your essays to a maximum of 400 words and the synopsis of the project to a maximum of 50 words. No citations or footnotes are needed.

**2) Supporting Materials:**

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

**a) Commitment letter from potential host organization addressed to the Skadden Foundation**  
**Optional:** Coalition letter(s), if applicable, should be placed behind the commitment letter.

**b) Two letters of recommendation addressed to the Skadden Foundation, one each from a**  
i. former supervisor or employer; and  
ii. law school professor

Do not submit a third letter of recommendation.

If a recommender wishes to submit the recommendation confidentially, they may email it in PDF format to [skadden.foundation@skadden.com](mailto:skadden.foundation@skadden.com) by September 8, 2023, midnight. If this is the case, please note the recommender's name in your email to the Foundation.

**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.** May exceed one page.

**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.

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

- i. the applicant; and
- ii. the host organization. Please note the question regarding starting gross salary on page 2 **must** be completed and cannot be left blank.

Please email your application to [skadden.foundation@skadden.com](mailto:skadden.foundation@skadden.com) by September 8, 2023, 11:59 pm your time zone.

- Title the email "[Your Name] — Fellowship Application [Time Zone]" The *time zone* should be where you expect to be located between September 25 and October 12, when we are conducting interviews. (e.g. "Mountain", "Pacific", etc.).
- Label the attachments:
  - "[Your Last Name], [Your First Name] Application"
  - "[Your Last Name], [Your First Name] Materials" and
  - "[Your Last Name], [Your First Name] Certifications"
- 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.