

## 2020 JD Distinguished Fellowship Program (JDDF Program) Step-by-Step Guide

### INTRODUCTION

American University Washington College of Law is proud to sponsor the Class of 2020 JD Distinguished Fellowship Program (JDDF Program). The JDDF Program provides funding for substantive legal or law-related work performed by graduates at external organizations. The JDDF Program provides an opportunity for each Fellow to continue training while concurrently seeking long-term employment. The deadline to submit your resume for this program is **11:59 p.m. on Friday, May 22, 2020.**

Applicants must submit their application materials in CareerLink. A complete application will contain the signed application form, and anonymized versions of the resume, personal statement, sponsor form, and organization summary. Applicants may find details on these documents and other program requirements in the Class of 2020 Application Form.

Please use this document as a guide to complete the JDDF Program application process. If you have any questions about submitting your application, please email [jddfellowship@wcl.american.edu](mailto:jddfellowship@wcl.american.edu).

## **STEP-BY-STEP INSTRUCTIONS**

1. **Log in to CareerLink at <https://law-american-csm.symplicity.com/students/>**
  - a. Use your username and password to access [CareerLink](#).
    - i. Your username is the email address where you receive emails from the Office of Career and Professional Development (OCPD).
    - ii. If you do not know your password, you can enter your username at the log in page and click "Forget Password."
    - iii. You must complete any mandatory portions of your profile before you may proceed with the JDDF Program application process. Mandatory profile fields are indicated by a red asterisk (\*)
2. **Access the [Documents] module and click "My Documents."**
  - a. Upload your application materials in the documents module. **\*\*\*IMPORTANT Be sure to choose the correct document type for each.\*\*\***
    - i. **Resume.** Confirm that your account has a default resume. If not, upload your resume as the "resume" document type. Label your resume as "([First Name] [Last Name] Resume)."
    - ii. **Application Form as "Cover Letter."** Upload your signed JDDF Fellowship Application Form as the "cover letter" document type.
    - iii. **"Other Documents."** Upload the following documents as a single PDF or separately as "other 1 documents" and click "submit." 1
      1. Fellowship Sponsor Commitment Form
      2. Organization Summary for your JDDF Sponsor
      3. Personal Statement
  - b. Confirm the documents are loaded correctly before moving to the next step.
3. **Apply through the [Recruiting Programs] module**
  - a. **Select "2020 JDDF Program" from the [Session] drop down menu.**
  - b. **Click "Review" or "Apply" to access the page where you will submit your application.**
    - i. **Note that CareerLink calls applications "bids" and the application process is called "bidding."**
4. **Attach the correct documents under bid details and click "apply."**
  - a. **Confirm that the documents are attached correctly. If your document does not appear to attach it, you should confirm that you selected the correct document type in the [Documents] module.**
5. **You may edit your application materials or withdraw your application up until the JDDF application deadline at 11:59 p.m. on Friday, May 22, 2020.**

**Congratulations! You completed the 2020 JD Fellowship Program application process. The selection committee will notify awardees.**