

## THE LCLO GROUP SOUTHEAST ASIA (SEA) FUTURE OF WORK INSTITUTE FELLOWS PROGRAM

Deadline:  
Monday, May 3, 2021

### APPLICATION ASSEMBLY INSTRUCTIONS -- READ CAREFULLY!!

The APPLICANT must complete the attached Application Supplement Form and submit all documents listed below in .pdf format by e-mail to: [lclogroup@lclogroup.com](mailto:lclogroup@lclogroup.com). Printed applications sent by postal service to our office will not be accepted in lieu of the e-mail submission.

### APPLICATION CHECKLIST -- WHAT YOU SUBMIT AS ATTACHMENTS IN A SINGLE E-MAIL

- ☐ APPLICATION SUPPLEMENT FORM  
Complete the Application Supplement Form on the next page, making sure that all of the cells are complete. Save the .pdf file without these instructions as SUPPLEMENT, followed by your family name (example: SUPPLEMENT-Chan.pdf).
- ☐ ESSAY RESPONSES  
Prepare a single document with your responses to the three essay prompts on the application supplement, and convert to .pdf to submit by e-mail. Save the .pdf as ESSAYS, followed by your family name (example ESSAYS-Chan.pdf).
- ☐ RESUME  
Convert a resume to .pdf that includes your work history and a description of your scholarly and extracurricular activities. Save the .pdf as RESUME, followed by your family name (example RESUME-Chan.pdf).
- ☐ COLLEGE/UNIVERSITY TRANSCRIPT  
Obtain a copy of your latest on-line unofficial transcript, convert it to .pdf, and include it with your application submission. Save the .pdf as TRANSCRIPT, followed by your family name (example (TRANSCRIPT-Chan.pdf).

### APPLICATION CHECKLIST -- WHAT IS SUBMITTED ON YOUR BEHALF

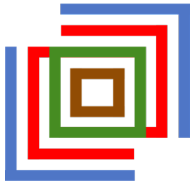
- ☐ THREE LETTERS OF RECOMMENDATION  
Please select three (3) individuals who know you well to provide evidence of your initiative and your interest in pursuing excellence. Additionally, the letters should include brief examples of how you will benefit from and contribute to the Future of Work fellows' community. Letters from current supervisors, academic advisers, and other mentors who have influenced your scholarly and/or professional trajectory are strongly encouraged.

Recommendation letters should be written in English, or accompanied by an English translation.

Recommendation letters should be addressed to "LCLO Future of Work Fellowship Selection Committee" and submitted as e-mail attachments directly by the recommenders (not by you) to: [lclogroup@lclogroup.com](mailto:lclogroup@lclogroup.com). Please make sure to verify with each recommender that they have submitted your letter. Even if you encounter problems collecting these letters, you must still submit all other application materials before the Thursday, April 30 deadline.

Complete applications must be submitted by e-mail to [lclogroup@lclogroup.com](mailto:lclogroup@lclogroup.com) by the 11:59pm USA Eastern Time, Monday, May 3, 2021 deadline. Late applications will not be accepted.

PLEASE DO NOT SUBMIT THIS INSTRUCTION PAGE WITH YOUR APPLICATION MATERIALS.



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APPLICATION SUPPLEMENT FORM Please print or type neatly in the spaces below.

Name (FAMILY NAME IN CAPS, then Given name):		Likely permanent e-mail:	
Postal Address:		Cell Phone Number (with country code):	
City/State/Province:		Postal Code:	
Country of Residence:		Country of Citizenship:	
Name of Recommender #1:		Recommender #1 e-mail:	
Describe your relationship with Recommender #1:			
Name of Recommender #2:		Recommender #2 e-mail:	
Describe your relationship with Recommender #2:			
College/University #1:	Major/Discipline:	Degree:	Grad year:
College/University #2:	Major/Discipline:	Degree:	Grad year:
High School:	City/Province:		Grad year:
<p>ESSAY INSTRUCTIONS: On a separate sheet, please provide responses to the following three statements. Please be sure to include your name at the top of each sheet.</p> <p>1. Briefly describe your interest in the LCLO Fellowship and how you think the program will influence your professional development. (500 words).</p> <p>2. Compose a statement of purpose that describe your professional interests related to the fellowship, and more broadly in your career field. Be sure to explain: a) why you are seeking the fellowship; b) what you hope to gain from the experience; c) how you might contribute to the sponsor/company. (500 words)</p> <p>3. Describe a professional challenge you have experienced and how you managed the situation. What were the outcomes and what did you learn from the experience? (500 words)</p>			
<p>SIGNATURE REQUIRED. PLEASE SUBMIT ALL APPLICATION MATERIALS TO: <a href="mailto:lclogroup@lclogroup.com">lclogroup@lclogroup.com</a> DEADLINE: MONDAY, MAY 3, 2021.</p>			
I affirm that the foregoing statements and attached materials are true and accurate representations of me and my application.			
Entering your name in this space affirms your signature:		Date:	