

## Houston Methodist Administrative Fellowship - 2023 Application Cover Sheet

**Important:**

- All fields below are required.
- Include the completed form as the cover sheet within your compiled PDF application.

Name: [First]\_\_\_\_\_ [MI]\_\_\_\_\_ [Last]\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Graduate School: \_\_\_\_\_ GPA: \_\_\_\_\_

Degree Type (Circle One): MHA MPH MBA Other: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Undergraduate School: \_\_\_\_\_ GPA: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

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**Please initial** next to the following criteria to confirm your eligibility.

**To be eligible for the Houston Methodist Administrative Fellowship, applicants must:**

- \_\_\_\_\_ **Prior to July 1, 2024**, have received *or completed the didactic requirements* for an MHA, MPH, or MBA with a Healthcare concentration or a related/terminal degree (PhD, MD, DO, JD)
- \_\_\_\_\_ Have a strong interest in serving in healthcare administration

**A complete application for the Houston Methodist Administrative Fellowship must be submitted in one single PDF file to [OpsFellowshipApp@houstonmethodist.org](mailto:OpsFellowshipApp@houstonmethodist.org) and include:**

- ☐ Cover letter
- ☐ Resume
- ☐ Undergraduate Transcripts
- ☐ Official Graduate Transcripts
- ☐ Personal Statement (1 page limit)
  - ☐ What makes you the best candidate?
  - ☐ Why Houston Methodist?

**Additionally, 3 letters of recommendation (clearly labeled) must be signed and sent directly from references to [OpsFellowshipApp@houstonmethodist.org](mailto:OpsFellowshipApp@houstonmethodist.org).**

- ☐ 1 Academic
- ☐ 1 Professional
- ☐ 1 Other (Academic, Professional, Personal)