

# NNSA GRADUATE FELLOWSHIP PROGRAM

## APPLICATION TIPS

Are you ready to start your application to the National Nuclear Security Administration (NNSA) Graduate Fellowship Program (NGFP)? We are here to help! The following are tips for completing the application and answers to students' frequently asked questions.

<p><b>Start your Application</b></p>		<p>Our application is accessible via our NGFP website at <a href="http://www.pnnl.gov/apply-ngfp">http://www.pnnl.gov/apply-ngfp</a> or directly via the PNNL Careers page at <a href="https://careers.pnnl.gov/">https://careers.pnnl.gov/</a> (search for NGFP).</p>
<p><b>Create your Candidate Profile</b></p>		<p>In our application system iCIMS, you can connect to common accounts, including Facebook, Google, LinkedIn, and Windows, to auto-populate your candidate profile. Your candidate profile is accessible via the Candidate Profile link in the upper right-hand corner menu. When creating your login, use an email address that you will maintain after the close of the application. University email addresses are not recommended.</p>
<p><b>Upload your Resumé (with References) and Letter of Interest</b></p>		<p>Upload your resumé as a *.PDF or text document from your computer, Google Drive, Dropbox, or OneDrive. The Work Experience section of the application will auto-populate from this document. Be sure to review the information for accuracy. Your resumé must include a minimum of two references.</p> <p>Upload your Letter of Interest to the Additional Documents section as a *.PDF or text document.</p> <p><b>An application lacking a resumé, references, and letter of interest will be considered incomplete.</b></p>
<p><b>Fill out your Education</b></p>		<p>Please include all degrees completed and in progress. You must indicate your grade point average (GPA). A cumulative 3.00/4.00 GPA in your current or recent graduate degree is required.</p>
<p><b>Answer the Required Questions</b></p>		<p>The Job-Specific Questions for Location Preference, Education Status, and GPA are required. Failure to identify locations may result in applicants not being considered for certain positions.</p> <p>The Self-Identification Questions regarding Equal Opportunity Employment, disability, and veteran status are a requirement of the application.</p> <p>The Professional References and Additional Data (skills, certification) sections are not required. Instead, we require that you include a minimum of two references in your resumé.</p>
<p><b>Submit your Application</b></p>		<p>After you click Submit, upon successful completion of the application, you will see the message "Your application was submitted successfully. Thank you for applying."</p>

## Frequently Asked Questions



### How long should my resumé be?

We recommend summarizing your education and most relevant skills/experiences/awards in the first two pages.



### What should my resumé say?

Describe your experience with numerical outcomes (team size, project dollar value, etc.) and with most relevance to this fellowship.



### Who should I pick as references?

References should be someone who has closely interacted with you and can effectively comment on your academic performance, research abilities, relevant skills, ability to collaborate, and previous experiences fit for this program. These may be professors, supervisors, project managers, academic advisors, or course instructors.



### Will my references be contacted?

References may be contacted by potential hiring managers during the application review stage or during interviews. We recommend that you notify your references before submitting your application so you can discuss the program in detail and give them time to prepare on your behalf.



### What should my letter of interest say?

Focus on who you are and why you want to pursue a career in national security. Draw your reader to the most relevant skills and experience, including relevant coursework, research projects, and other leadership, project management, and communications experience.



### How long should my letter of interest be?

The suggested length is one page.

## Need more help?

If you need additional assistance, our team is standing by to assist at

**[ngfp@pnnl.gov](mailto:ngfp@pnnl.gov)**

You can review more tips and frequently asked questions at

**<https://www.pnnl.gov/ngfp-tips-and-faqs>**