

HENRY FORD CAREERS  
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## APPLICATION DIRECTIONS FOR THE HFHS ADMINISTRATIVE FELLOWSHIP

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- 1) Go to the HFHS Administrative Fellowship webpage:  
<http://www.henryford.com/body.cfm?id=45432>
- 2) Click on “**Apply Now**”
- 3) After reviewing the application page, click on the “**Apply for this Job**” button
- 4) Go through the initial application process
- 5) Upon completion of the application, you will see a “Thank You” message
- 6) Hit “**OK**” to continue
- 7) Scroll down to the “**Manage Additional Attachments**” link
- 8) Upload the following materials:
  - Statement of fellowship and career objectives (500 word maximum)
  - Three scanned letters of recommendation (at least one from a faculty member if currently enrolled in a graduate program)
  - A scanned graduate school transcript (official or unofficial copies accepted)

**Application Deadline:** Midnight, October 1, 2010

**If you have any questions please feel free to contact:**

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