



ADMINISTRATIVE FELLOWSHIP APPLICATION CHECKLIST

Please email the completed application, checklist, cover letter, resume, personal statement, transcripts, letters of reference and essay question responses to: adminfellow@cmh.edu. Include all deliverables in a single PDF due by 5:00 p.m. CST, August 28th, 2026.

Name: _____		
<i>Last</i>	<i>First</i>	<i>Middle</i>
Email: _____		
Street Address: _____		
City/State/ZIP: _____		
Phone: _____		

School and Graduate Program: _____
How did you hear about the Administrative Fellowship at Children's Mercy?
☐ University Office ☐ ACHE ☐ Website ☐ Other (please specify): _____

Please complete and include the checklist below to ensure a complete application packet. All application materials should be submitted to adminfellow@cmh.edu via PDF by **5:00 p.m. CST, August 28th, 2026**.

- ☐ Cover Letter (**Addressed to Rachael Kilpatrick, MHA.**)
- ☐ Current Resume
- ☐ Official Graduate and Undergraduate School Transcripts
- ☐ Personal Statement (not to exceed on page)
 - Your response should highlight your interest in pursuing a pediatric administrative fellowship, explain why you are drawn to Children's Mercy specifically, and outline your long-term career goals and professional objectives.
- ☐ Essay Question Response (250-500 words per response)
- ☐ Three Letters of Reference (references can be sent to AdminFellow@cmh.edu)

ESSAY RESPONSE:

Please choose one of the following questions: 250-500 words per response.

1. What do you see as the most pressing challenge in pediatric healthcare today? How would you use your skills and the CMH Fellowship to help address it?
2. Children's Mercy has a unique culture in which we value Inclusion, Team, Curiosity, Kindness, & Integrity. Consider which quality comes easiest to you and which one is most difficult for you. Please elaborate on why you chose each value.