

# Experienced RN Fellowship Program Application Checklist

**Welcome to Memorial Healthcare System's Experienced RN Fellowship Program Application Process.  
Please ensure to apply during the designated timeframes for the specific cohort.**

In order to be considered, you must provide all required documentation. Please use this checklist as a guide to ensure you provide all required documentation when submitting your application. Documents are to be uploaded as one attachment in the application, under the drop-down selection tab titled "RN Fellowship Supporting Documents."

**Incomplete applications will not be reviewed for consideration.**

---

**1. Letter of Intent – include answers to each of the following:**

- What are your expectations of the RN Fellowship Program?
- How will this program help you achieve your goals?
- Why do you want to be a nurse at Memorial Healthcare System?

**2. On your Resume, include complete employment history (organizations, dates, job titles and responsibilities).**

**3. Provide top three tracks and location selections as a separate document.**

To find available tracks please visit: <https://careers.mhs.net/career-areas/rn-fellowship/#fell-trac>

Please Note: You must click on each category to expand the selection in order to find specific areas of interest and available facilities.

(Example: Emergency Services: Emergency Department – Memorial Hospital West)

**4. Submit one (1) professional letter of recommendation.**

- For internal candidates – the recommendation must come from your Nurse Manager.
- 

Nurse Recruiters will promptly review all submitted applications. If selected as a top candidate, you will be contacted by a member of the Nursing Recruitment Team. Unfortunately, not everyone will be selected for an interview. If not selected, you will be notified via email as soon as a decision has been made. You are encouraged to view the status of your application via our Career Website to know where you are in the application process.