Thomas M. Priselac Administrative Fellowship Program

Application Checklist

Cedars Sinai

cedars-sinai.org

Application Checklist

The Thomas M. Priselac (TMP) Administrative Fellowship Program (AFP)

Before You Apply

- ❑ **Review the TMP Administrative Fellowship Program General Overview and Frequently Asked Questions (FAQs)**
- ❑ **Ensure that You Meet Eligibility Requirements**
  - ❑ **Valid authorization for employment** in the United States. (Visa sponsorship is not offered.)
  - ❑ **Demonstrated strong academic performance** in graduate coursework that reflects readiness for a rigorous fellowship experience.
  - ❑ For the program beginning in July 2026, applicants must have conferred - or expect to confer - an **MHA, MHS, MHSA, MPA, MPH, MPP, or MBA with a healthcare emphasis from an accredited graduate program between May 1, 2025, and June 30, 2027.** Degrees conferred prior to May 1, 2025, are not eligible for consideration. Candidates who will not have completed their degree prior to the fellowship start date will not be considered for the July 2027 program.
  - ❑ **Relevant work experience:** A minimum of one (1) year of relevant professional work experience in a healthcare or business environment is required; two (2) years of relevant professional experience preferred. Experience may include roles in hospital operations, healthcare consulting, project management, strategy, finance, quality improvement, or other administrative or analytical functions within the healthcare sector.
- ❑ **Learn about Cedars-Sinai**: Take time to understand Cedars-Sinai's mission, values, strategic priorities, and recent initiatives. Familiarize yourself with its role as a leading academic healthcare organization to ensure the fellowship aligns with your interests and career goals.

Application Materials

Submit all documents as PDFs to avoid formatting issues:

- ❑ **Personal Statement:** Provide a single-spaced statement (maximum of one page) addressing the following: your motivation for pursuing a career in healthcare administration at Cedars-Sinai; how you developed an interest in healthcare and how your academic, professional, or personal experiences have deepened that interest; and your long-term career aspirations, including how the fellowship will help you achieve those goals.
- ❑ **Resume:** Provide a summary of your educational background, academic accomplishments, relevant professional or internship, trainee or residency experience, leadership roles, achievements, and community involvement.

Application Checklist

- ❑ **Three (3) Letters of Recommendation:** Include one academic (e.g., professor), one professional (e.g., supervisor or manager), and one other (e.g. academic, professional or program director) who can speak to your qualifications and leadership potential.

- ❑ **Academic Transcripts:** Submit unofficial undergraduate and graduate transcripts directly to the Cedars-Sinai Careers site by the stated deadline. Final degree completion will be verified as part of the pre-employment process.

How & When to Submit Your Application

- ❑ **Online Application Career Site:** Submit all application materials through the Cedars-Sinai Careers page at [to be linked]. Complete all required fields and upload all supporting documents as PDFs to avoid formatting issues.

- ❑ **Deadline:** Submit full application, including recommendation letters, by Friday, January 29, 2027. Incomplete or late submissions will not be considered.

Interview Preparation (if selected)

- ❑ **Refresh before the interview:** If selected for an interview, revisit Cedars-Sinai's mission and current initiatives to thoughtfully align your responses. Be prepared to demonstrate how your experiences and aspirations connect with the organization's purpose, culture, and strategic direction.

- ❑ **Prepare to share your story:** Be ready to discuss your leadership and work experience, career goals, and how your background has prepared you for the fellowship. Reflect on your professional journey and how you hope to contribute to - and grow from - the experience. Authenticity, self-awareness, and clarity of purpose are key.