Recommendation Requirements for each Capital Fellows Program
Each Capital Fellows Program requires three recommendations from individuals who can address your potential to succeed in the fellowship. Letters are submitted by the recommender through the online application and ***must be received by Monday, February 6th, 2023 by 5:00 PM Pacific Time*.**

Once the applicant saves the recommender's contact information into their online application, recommenders will receive an email from calstudies@csus.edu with a link to submit the recommendation. Recommenders will receive a separate email for each Capital Fellows Program you apply to. Recommendations must be submitted online.

The program will not contact recommenders to obtain missing letters. Applicants should contact recommenders directly with their questions or concerns about recommendation letters.

For questions, please call the Center for California Studies at 916-278-6906.

Check the FAQs about applications and recommendations.

Capital Fellows Programs

Jesse M. Unruh Assembly Fellowship Program
Three current letters of recommendation are required. It is strongly suggested that at least one of the three recommendations be provided by a faculty member familiar with the applicant's work and one of the recommendations be provided by a supervisor/employer. Applicants who do not submit the required number of letters are ineligible for consideration.

The Assembly Fellowship Program offers highly motivated individuals firsthand experience in California's legislative process in combination with a graduate academic seminar.

Please provide a letter that answers the following questions: 1. What are the applicant's major strengths and weaknesses? 2. Do you know of any special achievements or circumstances that should be considered in evaluating the applicant's academic record or community and political participation? 3. In what specific way would you anticipate that this person would benefit personally and professionally if selected as an Assembly Fellow?

Please complete the evaluation form in addition to submitting your letter of recommendation. Evaluation forms can be accessed once you log in.

If you have questions, please contact Ambar Carlisle, Director, (916) 278-6906

Executive Fellowship Program
Three current letters of recommendation are required. Include at least two original letters of recommendation from persons NOT associated with the Executive Branch. It is strongly suggested that at least one of the recommendations be provided by a faculty member familiar with your work and one of the recommendations be provided by a supervisor/employer. Applicants who do not submit the required number of letters are ineligible for consideration.

Executive Fellows function as full-time professional staff at high levels of state government and complete graduate seminars in Public Policy and Administration. Unique to the executive branch experience are the levels of responsibility and the inherent range of topics that are possible as an Executive Fellow. This diversity of responsibility and opportunity is one of the core differences of the Executive Fellowship Program. Often fellows have the opportunity to gain experience in policy development, legislation, communication, and program implementation during their fellowship year, as well as a host of other opportunities.

Maturity, initiative, flexibility, strong communication skills, as well as interpersonal and professional skills, are paramount abilities needed for success in placements. Underlying these skills is the motivation and commitment to public service and interest in learning about leadership and government in California.

Please complete the evaluation form in addition to submitting your letter of recommendation. Evaluation forms can be accessed once you log in.

If you have questions, please contact Brian Aguilar, Director, (916) 278-6906

Judicial Fellowship Program

Three current letters of recommendation are required. It is strongly suggested that at least one of the recommendations be provided by a faculty member familiar with your work and one of the recommendations be provided by a supervisor/employer. Applicants who do not submit the required number of letters are ineligible for consideration.

Judicial Fellows earn graduate units and serve as full-time court staff. Placed throughout California in trial courts and the Judicial Council, fellows conduct research, advocate on behalf of the judiciary, develop and implement programs, seek grants, and engage in education outreach, strategic planning, and policy analysis.

There are many desirable characteristics associated with prospective fellows including maturity; intellectual ability; initiative; flexibility; integrity; poise; civic-mindedness; and exceptional analytical, organizational, interpersonal, leadership, and written and oral communication skills.

Please complete the evaluation form in addition to submitting your letter of recommendation. Evaluation forms can be accessed once you log in.

If you have questions, please contact Megan Thorall, Director, (916) 278-6906

California Senate Fellows

Three current letters of recommendation are required. At least two of the letters must be from persons who are not presently Members or employees of the California Legislature. It is strongly suggested that at least one of the three recommendations be provided by a faculty member familiar with your work. Applicants who do not submit the required number of letters are ineligible for consideration.

Senate Fellows earn graduate units and serve as full-time legislative staff assigned to a Senator or a policy committee in the Capitol. They conduct research, develop legislation, analyze bills,

write speeches and press releases, meet with lobbyists, and assist with constituent inquiries and casework.

Desired characteristics associated with prospective fellows include maturity; resourcefulness; ability to work in a high-interrupt environment; integrity; civic-mindedness; exceptional written and oral communication skills, as well as analytical, organizational, interpersonal, and leadership abilities.

Please complete the evaluation form in addition to submitting your letter of recommendation. Evaluation forms can be accessed once you log in.

If you have questions, please contact Jamie Taylor, Director, (916) 278-6906 or (916) 651-4950.