

# 2025 APPLICATION PACKAGE INSTRUCTIONS

## Women in Global Health Leadership Fellowship

Thank you for your interest in the Women in Global Health Leadership Fellowship. This is a year-long fellowship designed to advance the leadership skills of talented African women who are passionate about gender equity in global health systems.

**Registration in this program is limited.** All applicants are encouraged to clearly explain their motivation and qualifications in their application package.

An application package will consist of:

1. Application form
2. Curriculum vitae or resume
3. Written questions and answers
4. Letter of support from employer
5. Letter of recommendations

Follow the details instructions below to complete your application.

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### 1. Online application form

Go to the [WGHLF Online Application Form](#). The form takes about 5 – 10 minutes to complete and includes the following questions:

- Full name, cell number, email and home address
- Nationality
- Highest degree obtained, name of institution and year of completion
- Place of work and job title
- Field and years of work experience

### Supporting Documents *(either submitted by email or through the online application form)*

#### 2. Curriculum Vitae

Your CV should include: (1) Full name; (2) contact information; (3) summary of qualifications; (4) education; (5) relevant work/volunteer experience; (6) publications or other. Note: the 'summary of qualifications' section should be at top of the first page, after name/contact info., and include a short paragraph or bulleted statements that summarize the entire CV.

#### 3. Video

Record a video of yourself (1-2 minutes max.) telling us about your career/ leadership goals and your passion for global health; use it as an opportunity to tell us something about yourself that does not appear in your CV. Record the video with a simple background and minimal noise (no special effects). Upload your video to youtube or another publicly accessible platform and include the link in the first page of your CV and in the written questions and answers word document. **Videos that require passwords will not be accepted.**

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#### 4. Written Questions and Answers

Using the following guiding questions, help us learn about your leadership qualities and aspirations. (Word limit: max. 100 word answer per question or 500 words total for all 5 questions). You may answer each question separately or write in essay style. Type in a word document and save as a PDF.

1. Tell us about yourself. In your answer consider your lived experience, not just your professional experience and expertise. Avoid copying a professional bio.
2. Describe a significant challenge you have experienced as an early-mid career woman leader and how you have dealt with it.
3. What have others said is your leadership strength? What do you think is your strength?
4. What specific leadership and/or career building skills do you need to grow to be an effective leader?
5. What do you hope to gain through the Women in Global Health Leadership Fellowship?

#### 5. Letter of support from employer (See template below)

The purpose of this letter is to ensure your employer is aware of your desire to be part of the fellowship and to provide you with support and time to attend the online sessions and in-person leadership academy. If you are unable to obtain a letter of recommendation from your direct supervisor, you may submit a letter written by a senior leader at your current organization. A letter template is available. *We will not contact your supervisor or senior leader for any reasons without your prior approval.*

#### 6. Letter of recommendation

The purpose of this letter is to better understand your personal qualities that distinguish and qualify you for selection to participate in this fellowship; the letter can discuss contributions you have made to public health and how this fellowship can help to enhance your leadership knowledge, skills and professional network. The letter can be written by a work supervisor, professor, or senior leader who has experience working with you. The referee should include how long they have known you and in what capacity. The letter should be written on letter head (if applicable), signed, saved in PDF format and sent directly to [womenGH.dlsph@utoronto.ca](mailto:womenGH.dlsph@utoronto.ca) with the subject line: "Letter of recommendation for NAME of APPLICANT".)

**Note:** Supporting documents (except for the letter of recommendation) should be saved and submitted as one PDF document, either uploaded through the online application form or sent by email to [womenGH.dlsph@utoronto.ca](mailto:womenGH.dlsph@utoronto.ca). Documents should be written using times new roman, 12-point font.

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### Letter of Support from Employer – Template

**Instructions:** Thank you for agreeing to write a letter of support for the candidate. You may use the draft language below to write a letter. You may edit the information that is underlined and in brackets. The letter should be typed on letter head, signed, saved in PDF format and sent to the applicant so they can submit it as part of their applicant package.

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[date]

[company name and address]

**Re: Employer letter of support for the Women in Global Health Leadership Fellowship**

**Dear selection committee members,**

This letter is to support [full name of applicant] application for the Women in Global Health Leadership Fellowship. [Applicant name] has worked for our organization for [length of time]; this fellowship would be an excellent opportunity for her to augment her knowledge and skills in global health and network with experts in the field.

[Information about your organization's mission and purpose]

I understand that this year-long fellowship is designed to advance the leadership skills of talented African women who are passionate about advancing gender equity in global health systems. The fellowship includes a comprehensive curriculum in global health, gender equity and leadership. The program is delivered part-time (8 – 12 hours per month) through online training modules and a one-week in-person leadership academy.

The fellowship will allow [applicant's name] to better target her career aspirations and assist her in identifying future areas for improvement and personal growth.

**I am aware that the fellowship will require that [applicant name] attend virtual sessions that will likely be scheduled Friday afternoons. I am also aware that [applicant name] will require a one-week leave of absence to be present for a leadership academy.**

On behalf of [name of organization] we fully support [applicant's name] participation in this fellowship program and we will work with her so that she can attend all sessions. [How the applicant's participation may apply their learnings to benefit the organization]

Should further information be required to support her application, you can reach me by [telephone and/or email].

[signature]

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#### APPLICATION CHECK LIST

Use the checklist below to ensure you have submitted all the necessary information and documents.

	Online application form
	Resume or CV
	Video on your career goals (publicly accessible and does not require a password)
	Written responses to questions
	Letter of support from your employer
	Letter of recommendation (This should be submitted by the person writing the letter and submitted directly to <a href="mailto:womenGH.dlsph@utoronto.ca">womenGH.dlsph@utoronto.ca</a> )

Note: selected candidates may be asked to attend a panel interview before a final decision is made about acceptance into the program.

Submit your supporting documents to [womenGH.dlsph@utoronto.ca](mailto:womenGH.dlsph@utoronto.ca) by June 13, 2025, with the subject line **“Supporting documents for my WGHLEF Application – YOUR LAST NAME”**