## NNSA GRADUATE FELLOWSHIP PROGRAM

### APPLICATION TIPS

Are you ready to start your application to the National Nuclear Security Administration (NNSA) Graduate Fellowship Program (NGFP)? We are here to help! The following are tips for completing the application and answers to students’ frequently asked questions.

<table>
<thead>
<tr>
<th>Process</th>
<th>Instructions</th>
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<tr>
<td><strong>Create your Candidate Profile</strong></td>
<td>In our application system iCIMS, you can connect to common accounts, including Facebook, Google, LinkedIn, and Windows, to auto-populate your candidate profile. Your candidate profile is accessible via the Candidate Profile link in the upper right-hand corner menu. When creating your login, use an email address that you will maintain after the close of the application. University email addresses are not recommended.</td>
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| **Upload your Resumé (with References) and Letter of Interest** | Upload your resumé as a *.PDF or text document from your computer, Google Drive, Dropbox, or OneDrive. The Work Experience section of the application will auto-populate from this document. Be sure to review the information for accuracy. Your resumé must include a minimum of two references.  
Upload your Letter of Interest to the Additional Documents section as a *.PDF or text document.  
*An application lacking a resumé, references, and letter of interest will be considered incomplete.* |
| **Fill out your Education**                  | Please include all degrees completed and in progress. You must indicate your grade point average (GPA). A cumulative 3.00/4.00 GPA in your current or recent graduate degree is required. |
| **Answer the Required Questions**            | The Job-Specific Questions for Location Preference, Education Status, and GPA are required. Failure to identify locations may result in applicants not being considered for certain positions.  
The Self-Identification Questions regarding Equal Opportunity Employment, disability, and veteran status are a requirement of the application.  
The Professional References and Additional Data (skills, certification) sections are not required. Instead, we require that you include a minimum of two references in your resumé. |
| **Submit your Application**                  | After you click Submit, upon successful completion of the application, you will see the message “Your application was submitted successfully. Thank you for applying.” |

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Frequently Asked Questions

How long should my resumé be?
We recommend summarizing your education and most relevant skills/experiences/awards in the first two pages.

What should my resumé say?
Describe your experience with numerical outcomes (team size, project dollar value, etc.) and with most relevance to this fellowship.

Who should I pick as references?
References should be someone who has closely interacted with you and can effectively comment on your academic performance, research abilities, relevant skills, ability to collaborate, and previous experiences fit for this program. These may be professors, supervisors, project managers, academic advisors, or course instructors.

Will my references be contacted?
References may be contacted by potential hiring managers during the application review stage or during interviews. We recommend that you notify your references before submitting your application so you can discuss the program in detail and give them time to prepare on your behalf.

What should my letter of interest say?
Focus on who you are and why you want to pursue a career in national security. Draw your reader to the most relevant skills and experience, including relevant coursework, research projects, and other leadership, project management, and communications experience.

How long should my letter of interest be?
The suggested length is one page.

Need more help?
If you need additional assistance, our team is standing by to assist at ngfp@pnnl.gov
You can review more tips and frequently asked questions at https://www.pnnl.gov/ngfp-tips-and-faqs
NNSA GRADUATE FELLOWSHIP PROGRAM
Overview

For over 25 years, the National Nuclear Security Administration (NNSA) Graduate Fellowship Program (NGFP) has been developing the next generation of leaders in national security.

NGFP has become a premier channel for bringing top talent to our nation’s critical security missions and providing unique opportunities for fellows to: (1) work alongside leading experts at NNSA program and site offices; (2) participate in exclusive professional development, networking, and training opportunities; and (3) engage with national security stakeholders and support leading events and activities around the world.

NGFP can be a gateway to a career in national security, as a majority of every class consistently secures positions within NNSA or the greater national security community.

About the NNSA

Established by Congress in 2000, NNSA is a semi-autonomous agency within the U.S. Department of Energy (DOE) responsible for enhancing national security through the military application of nuclear science. NNSA maintains and enhances the safety, security, and effectiveness of the U.S. nuclear weapons stockpile; works to reduce the global danger from weapons of mass destruction; provides the U.S. Navy with safe and effective nuclear propulsion; and responds to nuclear and radiological emergencies in the United States and abroad. Pacific Northwest National Laboratory (PNNL), a DOE national laboratory, administers NGFP for NNSA. Fellows are not federal employees; they are contractually employed by PNNL and work on site at DOE/NNSA locations.

Opportunities

NGFP gives highly motivated, graduate-level students a full year of:

- Real-world experience to prepare for a career in national security
- Opportunities to make significant contributions to the nation
- Specialized training, leadership and career development, and networking
- Collaboration with professionals and leading researchers nationally and internationally

Compensation

- Salary ($53,300 Master’s in Progress, $60,000 Post Master’s, $70,500 Post Doc)
- $4,000 hiring incentive (taxed)
- Additional travel and training funding
- Tuition reimbursement (restrictions apply)
- Comprehensive benefits package

Positions

NGFP offers approximately 65 positions annually, typically in areas of nuclear security and nonproliferation policy and technology, national security research and development, and business and project management. Responsibilities vary by assignment.

Learn more about NNSA locations at [www.energy.gov/nnsa/locations](http://www.energy.gov/nnsa/locations)
Apply Now

Applications for fellowships beginning in June 2023 will be accepted online through October 7, 2022.

Qualified applicants must submit the PNNL application, which includes a letter of interest, résumé, and two listed references.

Learn more and apply online at: https://www.pnnl.gov/apply-ngfp

Mission Impacts

NGFP is a model program for developing and retaining top talent in national security. Fellows support the full breadth of NNSA mission capabilities and make powerful programmatic contributions across the technical and policy realms. Fellows grow as future leaders through their unique assignments as well as an annual fellowship agenda packed with professional development, networking, and training opportunities.

Eligibility

Applicants must meet the following requirements:

■ Be enrolled in a graduate degree program at the time of application OR
■ Have completed a graduate degree program within 18 months (April 7, 2021) prior to the application deadline AND
■ Have a final and current cumulative GPA of at least 3.00/4.00 in the graduate degree program
■ Be a U.S. citizen eligible for a security clearance
■ Available to work full time for the duration of the one-year fellowship (beginning in June 2023)

Typical candidate backgrounds include but are not limited to:

■ Accounting
■ Chemical sciences
■ Engineering management
■ Finance/Project management
■ Industrial or occupational hygiene
■ International relations
■ Mechanical engineering
■ Nonproliferation studies
■ Nuclear science/engineering

PNNL is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace.

From Our Fellows

“My fellowship allowed me to explore a broad range of nuclear security and nuclear nonproliferation topics and provided the opportunity to develop new skills and pathways for my career.”
—Terri Poxon-Pearson, NA-233 Office of Material Disposition

“I’ve never appreciated the benefits of virtual capabilities more. I’m so lucky that NGFP could leverage the resources we have to give us the best fellowship experience. Looking forward to shaking a real hand!”
—Rainbow Suh, NA-122.3 Air Deployed

“This fellowship changed the course of my life. It helped me get a foot in the door of truly impactful service, gain perspective on the many facets available throughout the nuclear security enterprise, and meet some incredible people who get to make meaningful decisions every day.”
—Jacob Tuia, NA-192 Office of Domestic Uranium Enrichment and Tritium

“My fellowship offered me unique opportunities to grow as a professional, gain hands-on experience in the government, and collaborate with and learn from subject matter experts in the field.”
—Samra Wolde-Tensae, NA-242 Office of Nuclear Export Controls
BY THE NUMBERS

86% OF FELLOWS ACCEPT JOBS IN NATIONAL SECURITY

~65 POSITIONS ANNUALLY

25+ YEARS IN OPERATION

200+ APPLICANTS PER YEAR

600+ ALUMNI TO DATE

For more information, contact:

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Visit us online at https://www.pnnl.gov/projects/ngfp

For more information about NNSA’s diverse and exciting missions and opportunities, visit:

https://www.energy.gov/nnsa/