

Scholarship Resume and Thank You Letter Instructions

Before receiving the scholarship funds you have been awarded you will need to write a thank you letter to the company donating the funds for your scholarship, as well as submitting a current copy of your resume.

Resume Criteria:

The resume you submit should be professional and similar to what you would submit when applying for a job. If you have questions about how to compose a resume you can contact the Texas A&M University Career Center or University Writing Services. There are also templates for resumes available on Microsoft Word and other word processing programs.

Thank You Letter Criteria:

The thank you letter you write is an important part of being awarded your scholarship. In many cases this is the only contact the donor company may have with you and it is important to write a letter that reflects your qualifications as a scholarship winner.

The format for the letter is that of a business letter. Please see the attached letter for a sample of formatting. Make sure to include the name, company name and address included in your award letter on the thank you letter.

The letter should include the following items:

1. Thank the donor for their support of your education
2. Provide some brief information about your education – why you choose Computer Science as a major, what your interests in Computer Science, future career or academic plans that you have.
3. Give some brief information on yourself – you may choose to include information about your hometown, family, hobbies or other interests.
4. Explain any financial need or burden this scholarship has helped ease or relieve. You may want to include information about how you are financing your education and what you will use the money for.

Again, if you need assistance composing an appropriate thank you letter the Texas A&M University Career Center or University Writing Center are good resources.

The thank you letter and resume should be brought to Beth Johnson in 419A HRBB for review and approval. Once the letter has been approved you will be given an envelope to use in mailing the letter to the company sponsoring you. The resume will be kept on file in the department. These two items should be **submitted to Beth Johnson no later than 15 days** from the date of the award letter.

If you have any questions about the resume, thank you letter or scholarship award please do not hesitate to contact Beth Johnson by e-mail at bjohnson@cs.tamu.edu, by phone at (979)862-3405 or in 419A HRBB.

Congratulations again on being chosen as a Scholarship recipient from Computer Science!