

Writing Your Scholarship “Thank You” Letter

The “thank you” letter you write to your scholarship donor gives you an opportunity to show your appreciation for the scholarship and lets your donor know a little about you. Some of our donors refer to these letters when they are looking for students to hire for internships or part-time work, so you should provide information they might need if they are considering hiring you, including a resume.

Formatting Your Letter

Most donors prefer that you write your letter in formal, business-letter format.

- You may design a letterhead that includes your name, address, and contact information (cell number and email address), but that is not required.
- Be sure you start with a date.
- You should include an inside address; that is, the full name and address of the donor. Do not include other contact information for the donor.
- Start with a greeting. Be sure to use the person’s title and last name, as shown here, and put a colon after the last name: Dear Mr. Jones:
- Write two or three paragraphs; see “Possible Topics” below for suggestions. Choose the topics that will help you show the donor why the scholarship is valuable to you.
- End with a closing: Sincerely, Regards, etc.
- Skip two or three lines and type your name. If you did not use a letterhead at the top of the page, put your address and contact information below your name.
- Sign the letter between your closing and your typed name.

If you need help, see Jake Williams in RICH 501V.

Possible Topics for “Thank You” Letters

1. Thank the donor for providing the funds for your scholarship; let the donor(s) know you look forward to meeting them.
2. Give your classification as a PETE student (if you are taking junior classes, say you are a junior). Discuss the progress you are making in school, including improvement in your grades, especially if scholarships have helped you.
3. Tell why you were attracted to the field of petroleum engineering. Explain any association you have with the oil industry, such as dad, mom, uncle, neighbor, etc. in the industry. If you have already had a job in the industry, tell what you did and how it affected your decision to enter or stay in the industry.
4. Discuss yourself as a person: your hometown, your involvement in student activities, jobs or volunteer work that have been important to you, your spouse, and/or children if you have them.

Include a Resume