

⇒ TIPS FOR EFFECTIVE LETTER WRITING ⇐

BE CONSCIENTIOUS OF GRAMMAR AND SPELLING AND TAKE TIME TO PROOFREAD THE LETTER FOR MISTAKES.



USE AVAILABLE RESOURCES SUCH AS A DICTIONARY AND THESAURUS.



THINK CAREFULLY ABOUT WHAT THE SCHOLARSHIP MEANS TO YOU BEFORE YOU BEGIN WRITING, THEN CAPTURE THIS MEANING IN YOUR WRITTEN WORDS.



MENTION THE NAME OF THE SCHOLARSHIP YOU RECEIVED.



BE SINCERE IN YOUR EXPRESSION OF THANKS.



PROVIDE SOME INFORMATION ABOUT YOURSELF, INCLUDING CAREER PLANS AND INTERESTS.



ORGANIZE WHAT YOU WANT TO SAY INTO THREE OR MORE PARAGRAPHS -- AVOID WRITING ONE PARAGRAPH LETTERS.



AVOID APOLOGIZING FOR NOT WRITING EARLIER.

REMEMBER -- THE DONOR PROVIDES FUNDING FOR SCHOLARSHIPS. HE OR SHE CANNOT SELECT THE RECIPIENTS; THEREFORE, THANK THE DONOR FOR HIS OR HER SUPPORT, BUT NOT FOR SELECTING YOU AS THE RECIPIENT.



AVOID USING REPETITIVE PHRASES.



IF YOU ARE HAND WRITING YOUR LETTER, WRITE NEATLY AND LEGIBLY.



BE SURE TO SIGN YOUR LETTER.



READ THE DONOR'S INFORMATION, IF AVAILABLE, AND MENTION IT IN YOUR LETTER.



BE AWARE OF THE OVERALL APPEARANCE OF YOUR LETTER -- IT SHOULD HAVE ADEQUATE SPACING, AND IT SHOULD BE EASY TO READ.



FEEL FREE TO WRITE TO YOUR DONOR AGAIN -- HE OR SHE WILL ENJOY HEARING FROM YOU!



DONORS LOOK FORWARD TO READING THANK YOU LETTERS, SO MAKE YOURS UNIQUE AND SPECIAL.