

## SAMPLE APPLICATION LETTER

From - Name of Applicant  
E# of Applicant  
Address of Applicant  
City, State, Zip Code

DATE

To - Scholarship Committee  
Address of Institution  
City, State, Zip Code

**Dear Scholarship Committee** (or use name of the person you are addressing, if you know)

**First paragraph** – I am applying for Geosciences Academic Scholarships because (your reason for applying).

**Second paragraph** (or combine with the first paragraph) – explain your goals.  
I am pursuing a degree in (career) because (describe your interests and goals).

**Third paragraph** – talk about yourself, including what the scholarship committee wants to know about you. Tell about your significant life experiences, your school/ college/community activities, and what you have learned from these experiences that led to your career aspiration. Emphasize any responsibilities you have had or awards you received.

**Fourth paragraph** – Summarize why you need to be considered for the scholarship application. Summarize your financial need and how the scholarship will support your career goals. It is acceptable to talk about housing, books, food, travel, research, and all the costs associated with a college education. Elaborate on any special circumstances that make them eligible for specific awards.

**Concluding paragraph** - I have met all the qualifications and have included (list items, if any, you are attaching to back up what you have referred to in your application). Add any other information that will strengthen your application.

Thank you for your consideration.

Sincerely,  
Your name

**SAMPLE CV**

**NAME**

Address, email, ph no, website, or LinkedIn profile if any

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**Education**

**East Tennessee State University**, Johnson City,  
TN

*Date*

*Concentration GPA:*

**Research Experience  
List**

*Date*

**Community Involvement  
List**

*Date*

**Work Experience  
List**

*Date*

**Awards or Scholarships  
List**

*Date*

**Courses, Projects**

**Skills**

**References**

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## Sample letter when applying to the Penn Virginia Corporation and Westmoreland Coal Company Scholarship

Full Name  
Address  
City, State and Zip Code  
423-439-1000  
smith@etsu.edu

Alan M. Jones, Vice President  
Energy Partners, LP.  
712 Grant Square  
Kingsport, TN 37660

DATE

Dear Mr. Jones:

My name is \_\_\_\_\_ and I am a second semester junior at East Tennessee State University. I am majoring in Geoscience and minoring in GIS. I am applying for the Penn Virginia scholarship because I believe that it will help me to further my education in the program. In the upcoming summer semester, I will be attending a required field camp course in Seattle, Washington. This is an amazing opportunity for various reasons. First, I will have the chance to see the geology of other areas of our country and to learn about the different geologic processes that that area underwent. Second, in my free time on the trip, I plan on touring some graduate schools at the universities that I have been researching in that area. I currently work two jobs in order to pay for college tuition. The field camp is an additional cost and the Penn Virginia Scholarship will make a huge difference in making it possible to attain these experiences and opportunities.

Throughout my career at ETSU, I have always strived for excellence. In academics, I have achieved excellence through my status as an Honors-in-Discipline student. This offers several challenges that I am very appreciative of. It has given me an opportunity to have a more in-depth understanding of various topics, and has set me apart from some of my peers. In service, I am involved with various outreach programs for the Department of Geosciences. Through these programs, I have had the opportunity to teach and inspire curiosity amongst younger generations. In the community I have strived for excellence by teaching people through one of my jobs. I am a cave and raft guide, which gives me the opportunity to take people to places where the geology of our area is so prevalent. In professional development, I am a work study student in the department and have been able to work with my professors and aid in various research projects that they have undertaken. This has given me a better understanding of how to conduct proper research and how to communicate results. Through attending various meetings and conferences, I have also been able to begin establishing my networking base of professionals. I have achieved excellence in leadership by being an officer of the geoscience club.

I plan on graduating from ETSU in December 2021. Post-graduation, I plan on attending graduate school to earn my master's in geology. Eventually, I would like for my education and experiences to allow me to work internationally and on a doctorate. I believe that with this scholarship, I will be given a chance to begin achieving these experiences that I need in order to make me a competitive candidate.

Thank you for your consideration,

Written signature here

Typed Signature

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## SAMPLE CV

**Full Name**  
**Address**  
**Phone #**  
**Email address**

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### EDUCATION

- 2010- 2014 Wellington High School
- 2019-present East Tennessee State University  
Declared Major: Geology and the Environment

### RELATED COURSE WORK

- Introduction to Geophysics, Structural and Engineering Geology, Geology Field Methods, Historical Geology, Physical Geology

### Current Classes:

- Sedimentation & Stratigraphy, Invertebrate Paleontology, Introduction to Natural Hazards, Independent Study-Hawaiian Stratigraphy, and Pre-Calculus-Trigonometry

### PUBLICATIONS

- Gone, W., Bloggs, B., Gibson, R., Benfield, R., and Jones, S., 2021, Groundwater Tracing in the Rockhouse Cave System, Carter County, Tennessee, Proceedings of The Sixteenth Tennessee Water Resources Symposium, in press
- Gone, W., Gibson, R., Bloggs, B., and Evanshen, B., 2020, Water Chemistry and Quality Changes in the Rock house Cave System, Carter County, Tennessee, Proceedings of The Fifteenth Tennessee Water Resources Symposium, p. 234-236.

### EXPERIENCE

#### Hydrology Research Assistant, Fall 2019 - present

- Duties: Assisted Dr. Wilbur Gone in studying groundwater flow in karst topography using a dye tracer in a sinking creek northeast of the Buffalo Mountain Thrust. Mapping the Elizabethton syncline and analysis of collected samples. Second and third author respectively of two abstracts with Dr. Wilbur Goner.

#### Federal Work Study, ETSU Geology Department, Fall 2019 - present

- Duties: scouting for out crops to be studied and samples to be used as aids in the different geology courses. Preparation and assembly of rock and mineral teaching kits. Day to day running of the rock preparation lab for the Geology Department at ETSU.
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## ACTIVITIES

- Registered to attend 2020 Geological Society of America Southeastern Regional Meeting in Knoxville, Tennessee.
- Attended 2019 Geological Society of America Southeastern Regional Meeting in Biloxi, Mississippi.
- Vice President of the Geosciences Club at ETSU.
- On campus student recruitment activities.
- Outreach Program making fossil casts and molds at West Side Elementary.
- Recently organized and led a four day three night canoeing expedition down the Peace River in Florida, with the goal of locating Pliocene fossils in point bars and lag deposits.
- Worked to help with research at the Gray Fossil Site in 2019-2020 to collect cores, hand samples, and conduct a gravity survey.

## AWARDS

- Penn-Virginia Academic Scholarship, \$1,000 2019
- Geology Club at ETSU, \$100 Travel Grant: Research in Hawaii
- Numerous medals and ribbons for war time service and performance while attached to the 814<sup>th</sup> Eng. Co.

## REFERENCES (It is typical to offer three references) Your professors and an employer would be suitable.

- 1) Dr. Rock Worthy  
Department of Geosciences  
Ross Hall  
East Tennessee State University  
(423) 439-1000  
worthy@etsu.edu
  - 2) Dr. Geo Spatial  
Department of Geosciences  
Ross Hall  
East Tennessee State University  
(423) 439-1000  
geospatial@etsu.edu
  - 3) Mr. Fred Flintstone  
Chief Geologist  
American Aggregate  
Unicoi Quarry  
(423) 895-1234  
Flintstone@mail.com
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