CSBSJU German Cover Letter Application Guide for Scholarships, Grants, Internships, and More

Once you have located an opportunity, follow the outlined steps below.

# Deadline

## Enter the stated deadline here:

## Subtract one day from the application deadline and enter the REAL deadline here (I.e., the day before): Plan to turn in the application 24 hours ahead of the deadline.

Tip. More often than one would imagine, online application portals get overrun and crash on the deadline. To avoid stress, always turn in the application 24 hours ahead of the due date.

## Enter reminders in your calendar: three months, two months, one month, one week, and one day from the REAL due date. Once you’ve done so, check this box

# Letter of Recommendation

## Does your application require a letter of recommendation?

## Check one: Yes / No

## If “No,” proceed to III.

## If “Yes,” proceed to II.D.

## Reach out to your recommender ASAP! As a courtesy (and to make sure you get a good letter as well as demonstrate the organizational skills of someone worthy of a scholarship) contact your recommenders THREE or more weeks ahead of the REAL deadline.

Send your recommender:

1.) Clear information about the opportunity to which you are applying

2.) Your updated resume

3.) A brief reminder of your relationship with the recommender (I.e., courses taken with them, etc.) and specifics about your accomplishments in regard to your experience with them

4.) A draft of your application letter

# Organizing your application

## Attention to detail is crucial for completing a competitive application. To make sure you not missing any details, make a checklist from the application components. Here is an example:

|  |  |
| --- | --- |
| 1.) Actual application description below: | 2.) Checklist |
| Application to the American Association of German Teachers (AATG) “Deutsch macht Spaß” grant.  “All projects must take place between January 1, 2019 and December 15, 2019.AATG has grant funds from the German government’s Netzwerk Deutsch program to support local school, campus, or community events to promote German learning and engagement with German culture. Grants of up to $500 will be awarded to support up to 80% of the total budget for creative and innovative projects. Funding priority will be given to new and innovative projects. Submit this form, along with a letter of support from your principal, departmental chair, or other administrator via email to AATG info@aatg.org. Project proposals will be reviewed and funded on an ongoing basis. The final deadline for submission is August 15, 2019.”  “Project Description”  “Goals for the project”  “Activities to be undertaken during the project period (detailed timeline and implementation plan)”  “Describe how the project will help promote visibility of German programs and support the recruitment of new students”  “Project Title”  “Grants of up to $500 will be awarded to support up to 80% of the total project budget (this means that if you want to receive $500, you must have a budget that totals at least $625). Be sure to include in-kind costs in your budget under “Amount to be paid by Other”, such as the cost for using space such as your school cafeteria or campus green, costs for advertising, publicity, planning, etc. Half of the grant funds will be distributed at the time the grant is approved. The remaining funds will be distributed upon receipt of a project report and reimbursement form along with original receipts. Reports must be filed within two months of project—and no later than December15, 2019.” | \_\_ Rolling application, best to turn in ASAP  \_\_ 80% of budget (find other funding!)  \_\_ Letter of support  \_\_ Complete project by Dec. 15th  \_\_ Aim #1: promote German learning  \_\_ Aim #2: community engagement with German culture  \_\_ Description  \_\_ Goals  \_\_ Activities  \_\_ Visibility  \_\_ Title  \_\_ Budget  \_\_ Follow-up report |

## Fill out the boxes for your application:

Tip, if you’re missing one of the requirements for the application, note it now. When you write your cover letter, do not just hide from the fact or not mention the missing requirement. Address the lack and say what you are doing to gain the missing skill (I.e., watching official online tutorials for the software they want you to use.) There are no perfect applicants. Pointing out your applications imperfections demonstrates attention to detail and honesty.

|  |  |
| --- | --- |
| 1.) Copy and paste the application description below: | 2.) Translate the application prompt into a checklist below: |
|  | \_\_\_  \_\_\_ |

# Convincing Application Components (“A.->B.->C. + Spice”)

Your application argument should follow the “A.->B.->C. + Spice” structure.

1. is where you are now and what skills you have to be a great fit for the opportunity. *Example: German professor at CSB/SJU* *and German Club advisor.*
2. is the opportunity and what skills you will gain through it to prepare you for your dream career/further study.

*Example: The AATG “Deutsch macht Spaß” grant will fund our current Fußballfest on campus to promote German and community engagement in a fun and broadly appealing way. The AATG grant will not only fund a one-time Fußballfest, but also help purchase a foosball table for future use.*

1. is your future dream career or further study. The best proposals make the current, one-time funding the “perfect” next step towards a long-term goal, such as a future career or graduate study, etc.

*Example: In the future, the German Section can use the foosball table at recruiting events and in the department to foster a fun community.*

Personalize (fill out for your situation with as many DETAILS as possible):

What is your “A.)”?

What is your “B.)”?

What is your “C.)”?

“Spice” is what makes your proposal stand out from the other convincing applications.

*Example: With a high percentage of student athletes at CSB/SJU as well as a curriculum with a language requirement, a Fußballfest perfectly caters to community interests in sports and foreign languages*. *And a foosball table is a quirky item for a German Department to own.*

What is your “spice”?

# Cover Letter Template

A convincing letter arrives on time (I.) with all components in place (II. And III.) and contains persuasive reasons for awarding you the opportunity (IV.). It also follows a formal cover letter template (V.) and has professional tone (VI.). The following is an example cover letter (V.A.) and a fillable template (V.B.).

## Template. Fill in the cover letter information in the template below.

Tip. always use your campus email and address over a personal email account or home address. This aligns you with a respected institution and projects maturity.

\_\_\_\_\_\_\_\_\_\_ (name)

\_\_\_\_\_\_\_\_\_\_ (address)

College of Saint Benedict and Saint John’s University

Collegeville, Minnesota 5632

\_\_\_\_\_\_\_\_\_\_ (phone)

\_\_\_\_\_\_\_\_\_@csbsju.edu (email)

\_\_\_\_\_\_\_\_\_\_(date)

\_\_\_\_\_\_\_\_\_\_ (address)

\_\_\_\_\_\_\_\_\_\_ (title)

To the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Selection Committee,

I am writing you today in my position as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Saint John’s University and the College of Saint Benedict (CSB/SJU) in Collegeville, MN to apply for the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*. I am excited for the opportunity to \_\_\_\_\_\_\_\_\_\_\_\_\_\_. […] In what follows, this letter presents \_\_\_\_\_\_\_\_\_\_\_\_\_\_, then \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, thirdly\_\_\_\_\_\_\_\_\_\_\_\_\_, and, finally, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Tip. Have your final line of the first introductory paragraph present an explicit “road map” that clearly tells the reader what parts of the application you will present in which order in the body paragraphs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (body paragraph)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (body paragraph)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (body paragraph)

Thank you for considering my application and please feel free to reach out with any questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Tip. To insert a signature, either write your signature and scan it in. Or, in Word, go to “Insert” and then “Signature Line.”

Dr. Kurt Hollender

# Professional Tone and Review

Before turning if your application:

## Make sure your work is free of spelling errors and grammatical errors.

## Make sure your work is free of contractions for a professional tone: “I have not taken the exam.” (Good!) ~~“I haven’t taken the exam.~~” (Bad and chatty)

## Read your letter out loud to hear if it flows.

## Write and rewrite multiple drafts.

## Did you check off or address all of checklist items?