

Cover Letter Outline

Carlson Global Institute Merit-Based Scholarship

Your Name

Street Address

City, State Zip Code

Phone Number

Email Address

(may use header from resume here instead)

Date of Letter

Scholarship Review Committee

Carlson Global Institute

321 19th Avenue South, Suite 2-210

Minneapolis, MN 55455

Salutation:

First Paragraph: Indicate why you are writing, the type of scholarship you are applying for (merit-based), and how you learned about this type of scholarship (CGI website, CGI adviser, academic adviser, Learning Abroad Center, etc.). Explain why you are interested in this scholarship and your study abroad program; highlight your program research.

Second Paragraph: Emphasize skills, abilities, and/or experiences you have that qualify you to receive a merit-based scholarship. Highlight accomplishments and qualifications from academic, leadership, internship, job, volunteer, case competition, community involvement, and/or extracurricular experience to prove that you are a compelling candidate.

Third Paragraph: Refer the reader to the resume enclosed in your program application materials (indicate it is a summary of your qualifications). Indicate that you are willing to provide further information if requested and that you look forward to hearing from them soon. Remember, close your letter with a statement of your appreciation and something which encourages a response.

Sincerely,

(Your Signature)

Type your name

Personal Statement Outline

Carlson Global Institute Merit-Based Scholarship

Carlson Global Institute Merit-Based Scholarship Application: Personal Statement

Your Name

Email Address

(Your personal statement should be formatted as one continuous essay and should not include the prompts as section headings.)

In 1-2 paragraphs: Briefly describe yourself, how you identify yourself within the Carlson School and larger world, and your main goal(s) for your study abroad program.

In 1-2 paragraphs: The Carlson School has identified ‘business as a force for good’ as an essential foundation to the mission, vision, and future of the school. Describe your short-term and long-term career goals, and how you see their alignment with ‘business as a force for good.’

Below are further details and context, including Dean Zaheer’s vision of ‘business as a force for good’ and the Provost’s five interrelated Grand Challenges, identified as the most critical challenges of our state and world.

Carlson School Dean’s Vision of ‘Business as a Force for Good’

- *Business creates opportunity and employment,*
- *connects people across the globe,*
- *gives people meaning in their daily lives,*
- *delivers what consumers want and need,*
- *and is an engine of innovation that builds prosperity in our local communities, our state, our nation, and our world.*

University of Minnesota Provost’s Grand Challenges

1. *Advancing Health Through Tailored Solutions*
2. *Assuring Clean Water and Sustainable Ecosystems*
3. *Enhancing Capacity for a Changing World*
4. *Fostering Just and Equitable Communities*
5. *Feeding the World Sustainably*

Your response may include these initiatives and/or your own personal perspective on ‘business as a force for good.’