

Do's

- ✓ Put some time and effort into this letter. It should be a sincere letter that is at least two paragraphs long but no longer than one page.
- ✓ Introduce yourself as the recipient of their scholarship.
- ✓ Explain why you have decided to go to college and why you have chosen a specific program. If you have not chosen a program yet, talk about your interests.
- ✓ What do you plan to do after you leave GRC? Will you be transferring? Will you be entering the workforce?
- ✓ Talk about yourself. What are some things about yourself that you would like to share with the donor?
Hobbies? Family life? Career goals or previous jobs you enjoyed?
Favorite on campus activities?
- ✓ Submit as a PDF or Word document. Handwritten letters are welcome, if you need help scanning them into a PDF, contact the Scholarship Coordinator.

Dont's

- ✗ Do not use AI to write your entire letter. AI letters use the same phrases and words that become easily recognizable after reading many of them.
Ethical use of AI for scholarship letters can include:
 - Creating a thank you letter outline
 - Grammar and spelling checks
- ✗ Do not include personal contact information. If you want to include an address in your letter, use the Foundation address:
GRC Foundation, 12401 SE 320th St, Auburn, WA 98092