

Congratulations on receiving a SAIS named fellowship or internship! These awards are truly testaments to your hard work and accomplishments both in and out of the classroom. In the Office of Development and Alumni Relations (located in BOB, 5<sup>th</sup> floor), we work to keep our alumni and friends of the school informed every year about the impact of their generous gifts to SAIS. As such, we ask that you complete two brief documents that we will share with the donors to your fellowships.

Descriptions and samples of the named fellowship recipient requirements are outlined below:

- All students receiving named fellowships must submit a **short biographic statement** in order to receive funds. Please use the sample biography to craft your own. Please also include your **CV or resume**.

- We also request that all students who have received named fellowship funds write a **brief letter to thank the donor of the fellowship** for their generosity and to express how this fellowship support has impacted you. Below is an outline of a thank you letter to serve as a guide.

**Please submit all of these materials to [saisdevelopment@jhu.edu](mailto:saisdevelopment@jhu.edu) & **CC:****

**[saisfinaidinfo@jhu.edu](mailto:saisfinaidinfo@jhu.edu)**. The Office of Development and Alumni Relations will coordinate sending the bios and thank you letters to the fellowship donors. Thank you for your attention to these requirements. The donors appreciate knowing that their gifts are making a difference. For any questions or concerns, please contact Lindsey Falbo in the Office of Development at [lfalbo1@jhu.edu](mailto:lfalbo1@jhu.edu), or (202) 534-1307.

**PLEASE SAVE ALL MATERIALS WITH THE FOLLOWING FORMAT:**

**File Type:** Word

**Font:** Times New Roman

**Font Size:** 12

**Margins:** Moderate (Top/Bottom 1", Right/ Left Side 0.75")

**File Names:**

Last, First Bio

Last, First Thank You (Insert Name of fellowship)

**SAMPLE BIOGRAPHY:**

A 2010 graduate of Stanford University, John earned his undergraduate degree in international relations. His interest in international affairs developed from experiences working and studying in Europe. During the summer of 2014, he worked for YXZ Company in San Francisco, California. His work consisted of evaluating new acquisition opportunities for the company. Before attending SAIS, his most recent work experience included working for an electronic trading software startup in Paris, France. Now undertaking his second year of study at SAIS, John is working toward his M.A. in International Relations with a concentration in Strategic Studies. With an excellent academic record as a launching pad, John plans to utilize his experiences at SAIS to pursue a career in international business.

**THANK YOU LETTER OUTLINE:**

Your Name

Your Address

Dear Donor,

- I. State your fellowship and describe your experience.
- II. Elaborate on the award's impact in augmenting your studies and/or employment prospects.
- III. Thank the donor for his/her support.
- IV. Feel free to share any anecdotes or stories from your experience that you found meaningful.

Sincerely, YOUR NAME