



WASHINGTON, D.C. METRO ALUMNI CHAPTER

2025-2026 Scholarship Application Package Templates Sample Cover Letter and Resume

**Application Deadline: Friday, May 2, 2025
No later than 11:59 pm EST**

Complete Application packages must have the following items (see application process and criteria document)

- *Signed cover letter*
- *Resume (no more than three pages)*
- *Two to three letters of recommendation*
- *Copy of applicant's high school or university transcript*
- *Copy of applicant's acceptance letter to AAMU*

**Sample Cover Letter and Resume for Washington, D.C. Metropolitan Chapter's
2025 – 2026 Alabama A&M University Scholarship Application Package**

Miss Jane Doe
280 Yoakum Parkway, Apt. 1206
Alexandria, VA 22304
Jane.Doe@gmail.com

Washington, D.C. Metropolitan Chapter Scholarship Committee
Alabama A&M University Alumni Association
scholarshipwdcaamu@gmail.com

Dear Scholarship Committee:

I am submitting this cover letter as a part of my official application package for Washington, D.C. Metropolitan Chapter's 2025 - 2026 scholarships. Receiving a scholarship in any amount would help me continue my education in civil engineering at Alabama A&M and get closer to my goal of designing infrastructure projects that protect the environment and transform communities in a positive way. I am a first-generation college student (currently a sophomore) attending Alabama A&M from Alexandria, VA. I will be entering my third year at Alabama A&M beginning the Fall of 2025. My resume details my consistent record of academic success, strong work ethic, and commitment to community service. Based on that record, I believe that I am an ideal candidate for this scholarship opportunity.

As indicated on my resume, I have worked part-time as a student worker and full time during the summer since I was in the 10th grade. Working has helped me develop a strong work ethic, but it was also out of necessity. My father is a single parent that works to support me and my younger siblings, but cannot support the added expense of my university tuition. I am a student that qualifies for federal financial aid and could not attend Alabama A&M without student work and loans.

Alabama A&M's motto is "Service is Sovereignty." I am a strong believer that a portion of our lives and resources should be dedicated to the service of others. Community service is important to me. In addition to working to support myself and my education, I have volunteered since I was in 9th grade. I have routinely volunteered as a tutor for elementary school students and high school students with special needs. As a result, my senior year, I was awarded "Student Volunteer of the Year" by the Alexandria City School System. During the pandemic, I have continued my commitment to community service by volunteering at the local food bank over the summer distributing food to many in the Alexandria community that have been financially impacted by the pandemic.

If I am fortunate enough to receive this scholarship, it will allow me to continue my studies while working less during the semester. The scholarship would enable me to focus on my engineering courses, which are critical junior and senior year. Thank you for considering my application. Along with this cover letter, I have included my resume, three recommendation letters, and transcript in the application package.

Sincerely,

Jane Doe

JANE DOE
280 Yoakum Parkway, Apt. 1206, Alexandria, VA 22304
Jane.Doe@gmail.com
(216) 756-0380

OBJECTIVE

To continue my studies in Civil Engineering at Alabama A&M University in furtherance of my goal to design innovative infrastructure projects that transform and benefit communities.

EDUCATION

Alabama A&M University, Normal, AL

Major: Civil Engineering

Degree Anticipated: May 2026

GPA: 3.22

Alexandria City High School

Graduation Date: 2022

GPA: 3.75

PROFESSIONAL AND VOLUNTEER EXPERIENCE

Huntsville Municipal Library

Huntsville, AL

Student Intern

Aug. 2022– Present

- Advise library patrons on available resources and materials.
- Provide expertise and customer support on the use of resource databases.
- Maintain and ensure that the resource database is current by removing outdated resources and adding recently-acquired resources.
- Ensure that resources are immediately available to patrons by continually replacing inventory as received.

United States Postal Service

Huntsville, AL

Alabama A&M University Location - Student Worker

Jan. 2022 – May 2022

- Distributed mail and packages to the Alabama A&M student body, which includes over 6,000 students.
- Implemented identity verification procedures to ensure that packages were delivered to the intended recipients.
- Provided sorting services for the over 195,000 packages processed annually.
- Followed safety procedures for handling and distributing mail, including large packages.

Department of Parks and Recreation

Alexandria, VA

Concession Associate and Lead

Summer 2020 – 2022

- Employed as a full-time seasonal worker during summer breaks.
- Provided cashier services and reconciled money collected during the shift.
- Directly interacted with thousands of customers during peak season.
- Prepared meals and implemented food safety protocols.
- Proactively focused on safety and customer service as top priorities and trained associates in those key areas.
- Evaluated and resolved operations issues and customer complaints.

Alexandria Food Bank

Alexandria, VA

Volunteer

Summer 2021 – 2022

- Volunteered one day a week during summer break 2020 and 2021.
- Assisted with sorting of food items for distribution to the Alexandria community.
- Distributed food boxes to members of the Alexandria community during the COVID-19 pandemic as a way to help those in need.

Alexandria City Schools**Alexandria, VA**

Volunteer Tutor

Fall 2019 – Spring 2021

- Tutored elementary school students and secondary school students with special needs three hours a week during the school year.

ACTIVITIES AND AFFILIATIONS

- Alabama A&M Students Volunteer for Science– Financial Secretary
- Alabama A&M Pre-Alumni Association – President
- Alabama A&M Collegiate 4-H – Vice President
- Doe Baptist Church Youth Group
- Alexandria Capoeira Society
- Harambee Cultural Performing Arts Showcase

HONORS AND AWARD

- Alabama A&M Dean's List – Fall 2021, Fall 2022, Spring 2023
- Alexandria City School's 2021 Student Volunteer of the Year

References submitted by separate letter