

January 1, 2007

Dr. John Doe
ZZZ Fellowship Committee
c/o Organization
University of AAA
1 Street
City, State

Dear Dr. Doe and ZZZ Fellowship Committee Members,

I would first like to take this opportunity to express my gratitude to the Organization and ZZZ Family for providing this opportunity for graduate students to dedicate a year to research and writing. Please accept this vita, research proposal and accompanying materials as evidence of my considerable interest in the Mr. and Mrs. ZZZ Graduate Fellowship for 2007-2008.

According to its mission statement, the Organization seeks “to understand our past, present and future, our values and identities, and the essential issues we face as individuals and communities.” Therefore, I feel that any recipient of the ZZZ Fellowship must engage in current and future research that believes in, and supports this mission. I believe that my past experiences, my current research, and my long-term career goals qualify me as such a candidate.

I received my Bachelor and Master of Arts degrees from BBB University in City, State. In the Fall of 2003, I came to the University of AAA to work on a doctoral degree in CCC history. I have since added a Secondary Field in the History of the DDD. In particular, my research interests center on...

[Include discussion of geographic/topical/historiographic/linguistic fields related to area of interest.]

[Include involvement in organizations, publications and other activities.]

[Specifically discuss dissertation topic, significance of the topic, how far along you are in researching and writing, where you have found primary sources and what is unfinished.]

[Describe how the fellowship would allow you to obtain the remaining sources or to finish editing, writing, etc. Discuss the intended results of this research: article publication, dissertation completion and how your argument will be complicated by the additional research.]

In short, the Mr. and Mrs. ZZZ Graduate Fellowship in the Humanities is critical to my goal of producing a dissertation project that goes beyond the utilitarian purpose of completing my degree, but instead holds the

potential to significantly alter the discussion in my chosen fields of CCC and DDD, and our overall understanding of humanity. Thank you for considering my application and I look forward to hearing from you soon.

Sincerely,

Jane R. Smith

PhD. Candidate