

Sample Letter to Students after TLH

Dear Student,

Thank you, on behalf of all of us at Transformative Learning in the Humanities (TLH), for participating in our **[SEMESTER]** event series. We are grateful for your leadership, for your inspiring volunteerism, and for your collaboration with and service to the CUNY community.

To honor your participation in this historic grant from the Mellon Foundation, you will be receiving a TLH Student Scholarship via Financial Aid either this or next week. Please take a moment to accept your award by logging into CUNYfirst. There are instructions on how to do this: [hyperlink removed]. Next, make sure your mailing address is up to date: [hyperlink removed]. This is especially important if you do not have a bank account and expect to receive a check in the mail.

If you have a bank account and would like to enroll in direct deposit, please follow these instructions: [hyperlink removed].

Finally, I encourage you to consider ways to showcase this work on your resume or CV. There are a couple ways you can do this, and you might do both! Create a section heading on your resume/CV entitled “Grants and Awards” and list this award as:

[YEAR] Mellon Transformative Learning in the Humanities Student Scholarship

Then, create another section heading on your resume/CV entitled, “Conferences and Presentations.” Under that heading you can list the title of the workshop(s) you participated in. For example:

[YEAR] “Workshop Title,” a collaborative workshop sponsored by Transformative Learning in the Humanities, a three-year initiative at CUNY supported by a historic grant from the Mellon Foundation.

Finally, if you would like an official letter on TLH letterhead acknowledging your leadership and participation, please send your request to me at [email removed]. Include a note in the subject line of the email indicating “Request for official letter” and in the body of the email please include: (1) the name and date of the workshop you participated in and (2) the name of your CUNY campus.

Congratulations and thank you again for all you have done for the CUNY community!

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