

Business letter with in-text notations

Ms. Catherine Stephenson
Chairperson, Pennsylvania Association of Developmental Education Award Committee
1140 Chippewa Road
Johnstown, PA 15904

One HACC Drive (Sender's address comes first.)
Harrisburg, PA 17110

January 10, 2015

Dear Ms. Stephenson and Award Committee, (Formal salutations require a colon, slightly less formal use a semicolon, and a comma is only for personal use.)

Enclosed please find my application for the 2015 PADE Professional Developmental Scholarship. I am excited by the opportunity to attend the Kellogg Institute this summer. I have been a member of PADE since 2003 and have served the PADE Board as Southeast Regional Representative as well as secretary, vice-president, president, past-president, and webmaster.

I have taught in developmental education since the fall semester of 2000 when I started with developmental math as an adjunct instructor at Cambria County Area Community College (Pennsylvania Highlands Community College.) After relocating to Harrisburg in the spring of 2001, I focused on developmental reading at Harrisburg Area Community College (HACC), again starting as an adjunct but moving to fulltime in the fall of 2003. Since then, I have served as the college-wide coordinator of developmental reading and had the privilege of receiving a one-semester sabbatical to conduct a survey of developmental reading across Pennsylvania's community colleges served on a variety of college-wide committees, and attended numerous conferences and workshops about developmental education. (I was taught that vague general statements such as the highlighted phrases are interpreted as "bragging filler," would you consider deleting them?)

Participating in the Kellogg Institute will benefit me and my institution in three ways. First, no one from HACC has ever attended the Kellogg Institute; hopefully my participation will spur others to participate in the future. Second, HACC has emphasized assessment recently. I believe the Institute's seminars can speak to this college-wide emphasis because part of HACC's strategy is to "Increase the number of students moving from developmental coursework to degree completion." Third, the college has begun an integrated reading/writing course to help accelerate developmental students, and the Kellogg Institute also includes the topic of acceleration in its seminars. (I don't think documenting the quote is required here.)

Thank you for considering this application. (I'd suggest this be the last sentence.)

It is my belief that interacting with other developmental education professionals will be stimulating and engaging, because despite being a seasoned professional, I'm convinced that continued learning and growth is important. I have already talked with the Vice-President of Academic Affairs at HACC, and the administration supports my attendance. Should I be awarded this scholarship, I will endeavor to make the most of this unique opportunity at both the personal and professional levels.

Sincerely,

Linda Huber Mininger, Associate Professor of Reading
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Enclosure. (No period necessary here, and if there is more than one enclosure, add an s.)

DO NOT COPY