

Letter of Support Instructions

Shannon Health & Technology Scholarship Award

Shannon Scholarship Selection Committee

OVERVIEW

Thank you for agreeing to write a letter of support for this scholarship application. The Shannon Health & Technology Scholarship Award is presented to undergraduate students who demonstrate a strong interest in a health field and/or technology, a track record of community engagement, and evidence of leadership or entrepreneurial initiative.

Your letter plays an important role in the selection process. Please read these instructions carefully before writing and submitting your letter.

Important: Letters must be submitted directly by you to the organization — do not give the letter to the applicant to submit on your behalf.

Deadline: All letters must be received by **May 30**. Late letters cannot be accepted.

LETTER TYPES

Each applicant must submit 3 to 5 letters of support. The following three are required:

REQUIRED STEM Professor	A current or recent faculty member in a science, technology, engineering, or mathematics field who can speak to the applicant's academic engagement and promise in STEM.
REQUIRED Research or Technology Mentor	A supervisor, principal investigator, or technology professional who has directly overseen the applicant's work in a research project, laboratory, or technology-focused role.
REQUIRED Community Organization	A representative from a nonprofit, civic group, volunteer program, or community initiative in which the applicant has actively participated.
OPTIONAL Additional Letter (up to 2)	An employer, advisor, program director, or community leader who can speak to the applicant's leadership, entrepreneurial character, or professional growth.

WHAT YOUR LETTER SHOULD ADDRESS

While you are welcome to write in your own voice, strong letters typically speak to:

- Your **professional relationship** with the applicant — how long you have known them and in what capacity
- The applicant's **interest and ability in a health field and/or technology** — specific examples are strongly encouraged
- Evidence of **community involvement, leadership, or entrepreneurial initiative** you have observed firsthand
- The applicant's **character, work ethic, and potential for impact** in their chosen field
- Why you believe **this applicant is deserving of this scholarship**

Tip: Specific examples and direct observations are far more compelling than general praise. Please describe concrete situations, accomplishments, or qualities you have personally witnessed.

FORMAT REQUIREMENTS

- Signed and dated by you
- Clearly state the **applicant's full name** in the opening of the letter
- Recommended length: **1 to 2 pages**
- Submitted as a **PDF** whenever possible

HOW TO SUBMIT

Email your letter directly to the Shannon Scholarship Selection Committee at:

shannonscholarship2026@gmail.com

All letters must be received by **May 30**.

Please include the applicant's full name in both the **subject line** of your email and the **opening of your letter** so we can match it to the correct application.

KEY DATES

Application Deadline	May 30 — All application materials and letters must be received
Applicant Notification	July 15 — All applicants notified of outcome

Thank you for taking the time to support this applicant. Your perspective is invaluable to our review committee, and we are grateful for your contribution to this scholarship program.

Questions? Contact us at **shannonscholarship2026@gmail.com**.

Sincerely,

The Shannon Scholarship Selection Committee