



**College of Arts and Sciences**

Department of Theatre Arts

MSC 3072

New Mexico State University

P.O. Box 30001

Las Cruces, NM 88003-8001

575-646-4517, fax: 575-646-5767

Dear Scholarship Applicant:

Although you have already submitted an application through Scholar Dollars, we are asking that you provide the Department of Theatre Arts with additional information and materials needed for our departmental scholarships. Please send this supplementary application material by email to the department's administrative assistant, Melis White ([melisd23@nmsu.edu](mailto:melisd23@nmsu.edu)) instead of in a report folder with hard copies as we have done in the past.

The department's Scholarship Committee encourages you to submit these supplementary documents in a way that is thoughtful, clear, detailed, and professionally presented. This is a very competitive process and not everyone who applies will receive a scholarship; therefore, please take the time and care to make sure that your materials are as polished as possible. We will consider your presentation among other criteria in determining awards.

For your supplementary application packet, you are asked to send the following materials by email as follows:

**1. A cover letter that introduces you to the Scholarship Committee**

Information to include: your name, your current year in school, how long you have been a Theatre Arts major, any additional majors or minors, your area of theatrical emphasis (if you have one), a brief overview of your theatrical career since starting as a student at NMSU, and any other information you feel is pertinent for the committee members to know about you as they make their decisions. Please date and sign your letter (a scanned document is fine for the purpose of sending by email).

**2. A supplementary scholarship form.**

Typed, completely filled out, and including a notation of the scholarships that are listed and for which you would like to be considered.

### **3. A scholarship questionnaire.**

Typed, on the form itself or on separate sheets of paper. Please be thorough in your responses. The more care that you take with your answers, the more serious consideration the committee can give to your application.

### **4. Your current theatre resume**

See sample following.

### **5. A current headshot**

Color, 8 1/2" x 11. We will print out this headshot for the lobby displays, announcements, etc. should you be selected as a scholarship recipient, so please be sure it is professional and appropriate for public display (see examples here).

To qualify for a Theatre Arts scholarship, during the time of your award you must be a full time student, a declared major in Theatre Arts, and have a cumulative GPA of at least 3.0.

**All of these supplementary application materials must be emailed to Melis White ([melisd23@nmsu.edu](mailto:melisd23@nmsu.edu)) no later than 5 pm on Friday, April 15, 2022.**

Jim Billings  
Chair, Scholarship Committee  
Department of Theatre Arts



## SCHOLARSHIP APPLICATION FORM

Fill out completely and include this with the materials listed for the scholarship for which you are applying. All materials must be typed and emailed to Melis.

NAME:

CURRENT CUMULATIVE GPA:

YEAR/CLASS IN SCHOOL:

ANTICIPATED GRADUATION (Semester and Year):

AGGIE I.D. NUMBER:

PHONE NUMBER:

EMAIL ADDRESS:

ADDRESS WE SHOULD MAIL YOUR AWARD LETTER TO IN MAY/JUNE:

### I AM APPLYING FOR THE FOLLOWING SCHOLARSHIPS

(Mark an X next to all that apply; descriptions of each are available on the department's website)

- Eve Yoquelet
- Kimberly Ming (junior or senior ranking during time of scholarship only)
- Sutherland-McManus Memorial
- Tom Erhard (requires a statement in your cover letter expressing an interest and/or experience in playwriting)
- Sharon Beth Kallick
- Caroline L. and Frederic C. Thompson (musical theatre concentration)
- Mark and Stephanie Medoff
- Theatre Arts Endowed



## SCHOLARSHIP QUESTIONNAIRE

Please answer all questions as completely as possible: the more you write, the more we get to know you and, potentially, the higher amount you will be considered for. You may use this form or submit your answers on separate sheets of paper with your response typed under each question.

- 1) Describe your strengths as an NMSU student and as a Theatre Arts major.
- 2) Describe your work ethic and provide specific examples.
- 3) Detail any contributions you've made to the Theatre Arts department this academic year not including traditional classroom work (please note that Running Crew, Practicum, etc. count as classroom work), scholarship hours or paid work study/work assignments (although all of these may be mentioned in your cover letter) and how those contributions bettered the department.
- 4) Describe areas in which you feel you need improvement and discuss how these improvements might be made.
- 5) Why is a Theatre Arts scholarship necessary to further your education?



THEATRE ARTS

## THEATRE RESUME

Although you may traditionally use different resume formats based on your specific discipline (acting, design, etc.), please use the format below for your scholarship application. *Include only activities from the start of your college career.*

NAME

Email

ROLE/POSITION                      SHOW                                      YEAR                                      ORGANIZATION

HONORS/AWARDS

EXPECTED GRADUATION DATE

(Sample)

JOE SMITH

joe\_smith@nmsu.edu

<u>ROLE/POSITION</u>	<u>SHOW</u>	<u>YEAR</u>	<u>ORGANIZATION</u>
Gary	<i>Glengarry Glen Ross</i>	2020	ASTC @ NMSU Theatre Arts
Stage Cr	<i>Cinderella</i>	2020	ASTC @ NMSU Theatre Arts
Man #4	<i>Oklahoma</i>	2019	Las Cruces Community Theatre
Director	<i>The Hat</i>	2019	Ember Theatre Co.
Light Board Operator	<i>A Christmas Carol</i>	2018	Dona Ana Community College

HONORS/AWARDS

2022 KCACTF Irene Ryan Nominee  
2021 Eve Yoquelet Scholarship  
2021 Sharon B. Kallick Scholarship  
2020 Rotary Scholarship

EXPECTED GRADUATION DATE

May 2022

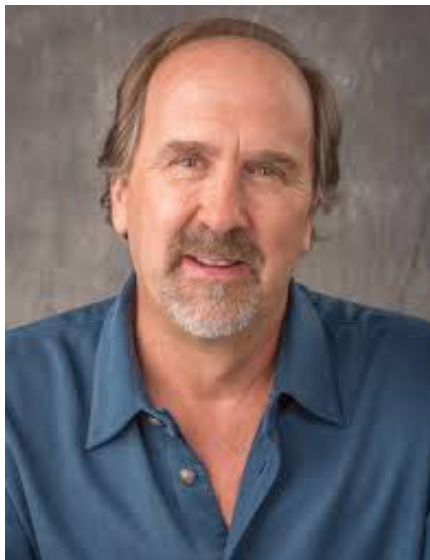


## HEADSHOT

Your headshot is an important part of your application. We are proud of our scholarship recipients, and want our community to know of your accomplishments. Because of this, we will use your headshots in our lobby display, etc. Please ensure your headshot is clear, highlights your personality and looks like you currently look. It must be full color and printed on 8 ½ x 11" paper or photo paper.

GOOD EXAMPLES (not to size)

Face is centered, background non-distracting, clear



## BAD EXAMPLES

Face not centered in frame, too much background, obvious screen capture  
Bad angle, not posed, dressed poorly, other people in photo  
Black and white, badly Photoshopped.





## APPLICATION CHECKLIST

**DO NOT** include this with your packet. Instead, please use it to ensure you are submitting a complete application packet.

- All materials (including cover letter) securely bound in a report cover
  
- Name on a label on front of report cover or binder
- Cover letter, signed and dated
- Scholarship Application Form (typed)
- Scholarship Questionnaire (typed)
- Current Theatre Resume (typed)
- Headshot with name written on back or printed on front
- All materials proofed and free of spelling/grammatical errors