COVER LETTER EXAMPLE

Your Name

Your Mailing Address

Your City, State ZIP

Your Phone Number (including your area code)

Your E-mail

Date of Letter

Scholarship Organization Name

Scholarship Organization Mailing Address

Scholarship Organization City, State ZIP

Salutation: (If possible address it to the particular person by name)

**Opening Paragraph:** State the field of study that you are going

into, what scholarship you’re applying for, and mention how you

heard about the scholarship.

**Middle Paragraph:** State why you are deserving of this scholarship

and if possible, reference activities, awards, and/or work

experience that relates to the scholarship. Some scholarships ask

for specific information to be addressed in the cover letter. This is

where you would put that information.

**Closing Paragraph:** Refer the reader to your enclosed application,

résumé, transcript, etc. and thank them for taking the time to

review your application.

Sincerely,

Your Name Typed

Enclosure(s)