

GENERAL OUTLINE - SCHOLARSHIP COVER LETTER

Letter Margin Format:
Top 2.0"
Left & Right 1.5"

3 Blank Spaces

Your Name
Your Mailing Address
Your City, State ZIP
Your Phone Number (including your area code)
Your E-mail
Date of Letter (Ex: January 1, 2011)

1 Blank Space

Scholarship Organization Name
Scholarship Organization Mailing Address
Scholarship Organization City, State ZIP

1 Blank Space

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

1 Blank Space

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.

1 Blank Space

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.

1 Blank Space

Closing Paragraph: Refer the reader to your enclosed application, résumé, transcript, etc. and thank them for taking the time to review your application.

3 Blank Spaces

Sincerely,

(sign the letter here - Use **BLUE OR BLACK** ink)

1 Blank Space

Your Name Typed

Enclosure(s) (this means that you have other papers accompanying this letter)