



## College Preparation Toolkit

# SAMPLE COVER LETTER

(Sample letter to the college/university you wish to attend accompanied by your application)

-----Your name

Your mailing address

Your city, state and zip code

Your email address

Your Home Phone with area code    Your Cell Phone with area code

Date

Name of Contact  
Department  
University  
Address  
City, State, Zip

Dear Name of Contact:

My name is \_\_\_\_\_(name), and I am a senior at \_\_\_\_\_(high school), in \_\_\_\_\_(City), Michigan. I am sending you my completed application form for the associate/undergraduate (graduate) degree. I will be eventually pursuing a \_\_\_\_\_(explain curriculum goal....e.g., nursing, education, accounting, etc.) degree.

I have (will have) taken the TOEFL on \_\_\_\_\_(date of test) and the SAT (GRE, GMAT) on \_\_\_\_\_(date of test). Official score reports for these tests will be sent to your college/university. I am enclosing the requested application fee.

(Mention scholarship or need for financial aid). I have noted on the application form that I am applying for full financial support from the university to cover tuition and living expenses. Due to my financial situation, I am totally reliant on the generosity of the university to support my studies. I would ask you to consider me for any scholarships, (teaching assistantships, or research assistantships) or other awards for which I am eligible.

Thank you very much for your attention to all these matters and for your consideration of my application. I will look forward to hearing from you soon.

Sincerely,

**Signature**

**Name**