Letter Margin Format:

**Top 2.0”**
**Left & Right 1.5”**

- 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)

3 Blank Spaces

- 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.

1 Blank Space

Sincerely,

3 Blank Spaces

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

Your Name Typed

1 Blank Space

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