

# 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)