**STRUCTURE OF A COVER LETTER**

*Your name*

*Address*

*Phone*

*Email address*

*Date*

*Dear Coordinator*

### *First Paragraph*

*- Introduce yourself and briefly state your interest in applying for this scholarship.*

#### *Second/Third/Fourth Paragraph*

*- Summarize your educational status and briefly outline your educational/career goals*

*- Summarize your school and community involvement*

*- Discuss personal qualities and interests if applicable*

*- State any information required regarding your financial need*

*- Address why and how receiving this scholarship would benefit you*

### *Closing Paragraph*

*- Thank the person/award committee for considering your application*

*Yours truly,*

*(Leave four spaces here to sign your name in ink)*

*Type your name here*

***Note:***

\*Do try to limit your cover letter to a single page – short, simple and to the point!

\*Do use correct English, spelling, grammar, punctuation etc.

\*Don’t use contractions (I’d, didn’t, it’s )

\*Do be sure to sign your letter (in ink) before you give it.