

Scholarship Cover Letter 101

Full Name]

[Phone number] | [Academic email address] | [City, State]

[Name of the institution or organization]

Dear [Scholarship review committee],

[Begin by introducing yourself and include whether you're currently earning a degree or if you're a prospective college student.] [Include details about the organization, and how its mission or purpose aligns with you and your goals. Review why you're applying for the scholarship award and highlight how the funding can contribute to your academic and professional success.]

[In the second paragraph, discuss your significant academic or personal accomplishments and how they contributed to your success as a student or your growth as an individual.] [List the unique skills and qualities you possess and discuss how these align with the organization or the scholarship you hope to obtain. If the committee is asking for a list or supplemental information – do say “enclosed with this letter are:” and list what they are asking for - “my personal essay, a list of honors and accomplishments, and two letters of recommendation”. If you don’t have enough to create a separate sheet, just list them here in sentence or bullet format.]

[Conclude by expressing your passion and interest in your area of study or prospective career to reaffirm your enthusiasm and what the financial award can mean for your success. Thank the committee for their time and consideration and invite them to contact you if they have questions.] [List your preferred contact methods.]

Best regards,

[Full Name]

[Signature]

Example on the Back

Robert Malone

554-765-0088 | Robert.Malone@email.edu | Spokane, WA

Wellington Student Fund

Dear Members of the Scholarship Review Committee,

My name is Robert Malone, and I'm a high school senior at Rogers High School. Next year, I plan to attend Eastern Washington University and major in anthropology with a minor in Spanish. When I heard of your organization and interest in supporting students entering the college, I immediately wanted to learn more about your program. I'm passionate about human geography and global politics, and I currently have a 3.4 GPA. I believe I am the right candidate for your scholarship.

I was first interested in anthropology and Spanish after enrolling in a global geography and politics course during my second year of high school. This class began my passion for learning about other cultures, languages, and lifestyles, and I knew I wanted to find a career that allowed me to conduct research and learn more about people around the world. I have actively participated in school and both volunteered and played sports:

- Softball (Varsity shortstop and second base): 2020-2022
- Leadership Class: 2022-2023
- SCRAPS, animal shelter: volunteer 2020-2022

With my positive study habits and strong interpersonal skills, I'm confident that I can use the funding your organization offers to advance my learning and prepare for my career. Thank you for your time and consideration, and I look forward to hearing from you soon. If you have questions about my application, please contact me by phone at 554-765-0088 or via email at Robert.Malone@email.edu.

Best regards,

Robert Malone
[Signature]