# General Outline - Scholarship Cover Letter

**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)**

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**3 Blank Spaces**

**Scholarship Organization Name**

**Scholarship Organization Mailing Address**

**Scholarship Organization City, State ZIP**

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**1 Blank Space**

**Salutation:** *(if possible address it to the particular person by name)*

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**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.

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**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.

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**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.

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**Sincerely,**

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**3 Blank Spaces** *(sign the letter here – Use BLUE OR BLACK ink)*

**Your Name Typed**

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