Suzanne Bishop

This is just a basic format for writing a cover letter. It will be much better if you make it personal to you, your experience and your interest.

Change the font to match what you used on your resume.

600 E. Fairview Ave

Homer, AK 99603

December 1, 2014

Lee Post, Co-Owner

Homer Bookstore

332 E. Pioneer #1

Homer, AK 99603

Dear Scholarship Selection Committee:

My name is (full name) and I am applying for the (name scholarship). I am . . . *(Use this paragraph to tell the reader about yourself and why you are applying for this particular scholarship. Use simple and direct statements. Tell them about yourself, your family, your background and anything else that may be of interest about your circumstances.)*

During my high school years I . . . *(Use this paragraph to highlight some of the classes you have taken and your activities at Homer High School. Mention the different clubs or events that you participated in during your school years. Mention your hobbies, outside interests and any work experience that you may have. Also, be sure to mention your Community/Senior Service activities and the number of hours you have completed. You may want to mention any valuable experience you have gained from a particular volunteer effort.)*

After I graduate from high school I plan to . . . *(Use this paragraph to tell the reader about your plans for college or work. Mention the school that you plan to attend and what you will study. Are you going to go to work and school at the same time? What are your plans after college? What career will you pursue? Most important, state why you need scholarship money. How will this scholarship help you? Have you received other scholarship money already? Show the reader that you know what they value, why it is important, and how you meet their criteria.)*

Thank you for considering my application . . . *(Be sure to thank the scholarship sponsor for considering your application letter. Tell the reader to contact you if they need additional information. Provide your phone number and/or e-mail and the best time to contact you.)*

Sincerely,

Suzanne Bishop