



## Office of Financial Aid

### **Sample Cover Letter Format**

Jane Doe  
1234 Any Street  
Anywhere, Anystate 12345  
(123) 867-5309

October 5, XXXX

The Awesomeness Scholarship Foundation  
5678 Any Street  
Anywhere, Anystate 12345

Members of the Selection Committee:

Opening: Houses the reason for the letter, the specifics of your application, umbrella statement for rest of letter.

First Paragraph: Topic Sentence, discussion of one of areas mentioned earlier (education for example) briefly or in depth depending on accompaniment of personal essay and/or resume.

Second Paragraph: Transition, topics sentence, discussion of new point.

Third Paragraph: See second.

Fourth Paragraph: See third. Eventually you will run out of new points to discuss. You will then make the transition into a closing paragraph.

Closing: Often times it's easy to transition from your goals to a summation of the letter. Do not use the same wording as the opener. Thank the committee for considering your letter.

Sincerely,

*Jane Doe's Signature*

Jane Doe