**Cover Letter**

Need some help with your cover letter, see the attached examples or check out Microsoft Word.

In Word, select new template, in the search bar type cover letter. A variety of different options will populate, everything from basic to more extravagant. You can edit any of them to suit your needs.

Owl Purdue online is another great resource for formatting and examples (for resumes too!)

* Use correct letter format – see example
* Address to either the donor personally or a general “To whom it may concern” or “Dear Scholarship Chairperson”
* Consists of 3 paragraphs

1. Introduce yourself and state your educational plans and goals
2. Referring to your resume, explain the activities, courses, school and community service you have been involved with in the last four years
3. State your specific reasons for applying for this scholarship including personal reasons of financial need and why it would be helpful to you

In your letter try to be original, personal (yet specific), proud of your achievements, show understanding of the criteria for the award and be neat and presentable.