

## Sample Cover Letter Template

Your name  
Address  
Town, Province, Postal Code  
Phone (optional)  
Email address (optional)

Date

Chairperson

Clearwater Secondary School Scholarships & Bursary Awards Selection Committee

OR Donor Committee

Clearwater Secondary School

440 Murtle Crescent

Clearwater, B.C. V0E 1N1

Dear Committee Members:

**FIRST PARAGRAPH** (use *Block* format: do not indent paragraphs; left-justify and double-space between single-spaced paragraphs)

- Introduce yourself and briefly outline your educational and career goals. Be sure to identify your intended program of study, the institution you plan to attend, and your start date. Also indicate if you have been accepted into a program.

**SECOND PARAGRAPH**

- Briefly summarize your academic achievement; highlight the accomplishments of which you are most proud i.e. major awards, honour rolls etc. (leave grades to application form and TVR)

**THIRD PARAGRAPH**

- Briefly summarize your school involvement; highlight the accomplishments of which you are most proud (leave specific details to application form)

**FOURTH PARAGRAPH**

- Briefly summarize your community involvement; highlight the accomplishments of which you are most proud (leave specific details to application form)

**CLOSING PARAGRAPH**

- Thank the committee for considering your application
- Any closing thoughts

Yours truly,

(Leave four spaces here to *sign* your name in ink)

Type your full name here