

Sample Cover Letter 1

Jane Student
133 Shady Lane
Snowville, ME 04444

(207) 777-7777
jstudent@yahoo.com

Downeast Energy
18 Spring Street
Brunswick, ME 04011

Dear Scholarship Committee,

I am a senior at Snowville High School. Snowville is a small, rural high school in central Maine with a rich diversity of academic and extra-curricular activities. My goal is to pursue higher education in Elementary Education.

I heard about your Employee Scholarship Plan through my mother, Mary Student.

I have been the Snowville High School's women's soccer captain for two years and have played women's soccer for my whole seven year Snowville career (middle and high school). I have received many awards through soccer including second team all-star my junior year and Maine Soccer Coaches Association all-star my senior year. I am a strong B student and am at the top twenty-fifth percentile of my senior class.

I believe I am a good candidate for your scholarship. I am a well rounded, bright and responsible person. I have wanted to be a teacher since I started thinking about my future in the sixth grade. Since then, I have babysat, worked at a daycare and created an after school whiffle ball program at Snowville Elementary School for third, fourth and fifth graders. I wanted to help out with youth soccer clinic once a week during the summer, but couldn't due to my job at the Wiscasset Subway.

Thank you for considering me for a scholarship. I look forward to hearing from you.

Sincerely,

Jane Student

Sample Cover Letter 2

March 30, 2007

Training & Development Department
Downeast Energy
18 Spring Street
Brunswick, ME 04011

Dear Downeast Energy Representative,

My name is Mary Appleby and I am a senior at Sunnydale High School. I wish to apply for the 2007-08 Downeast Energy scholarship. Please find enclosed my completed scholarship application, two character references, and an official transcript from Sunnydale High School.

Although I have not declared a major for college, I'm considering a double major in anthropology and music. Throughout my high school career, I have always had a broad spectrum of interests, ranging from history to vocal performance to calculus. One of my educational objectives is to explore a variety of classes during my first years at college so I can narrow my academic focus. So far, I have been accepted to Skidmore College and wait-listed at Brown University and Kenyon College. I am still waiting to hear an admissions decision from Wesleyan University.

I hope you will consider me for the Downeast Energy Scholarship for the 2007-2008 school year. I appreciate your time and consideration.

Sincerely,

Mary Appleby
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