**Sample Cover Letter**

Your address:

1234 William Street

Burnaby, BC V5G 1A1

District Scholarship Committee

Burnaby School District #41

5325 Kincaid Street

Burnaby, BC V5G 1W2

March 15, 2016

Dear Members of the Scholarship Committee:

**Re: Application for a District Scholarship**

***First paragraph*** *– capture the reader’s attention and tell him/her how you stand out:*

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a student at (name of your school) and wish to apply for (list name of scholarship). I am \_\_\_\_\_\_ and \_\_\_\_\_\_ (use strong words that describe you) with an excellent (or use strong/exceptional/outstanding) academic record (or GPA or % avg.) and believe that I am a worthy candidate for this recognition.

***Second paragraph*** *- provide specific details and examples of your strengths:*

Describe the activities you are involved in and how they have enhanced or developed who you are, your strengths or skills. Describe leadership ability, commitment to helping others, ability to manage academic and extracurricular activities etc. (Get personal and be specific).

***Third paragraph*** *- relate your strengths discussed above to the scholarship/bursary criteria* to show why you are the best candidate.

Attached are my scholarship profile, application form, (how many) reference letters and a copy of my transcript. Thank you for considering me for this scholarship/bursary/award.

Yours truly or Sincerely,

Signature

Name