

Sample Cover Letter – Use Block, Business Letter Format

[Your address]

[Date]

[First and Last Name]

[Position or title]

[Address]

[City, State, Zip-code]

Dear Ms./Mr./Dr. Last Name, (Members of the Scholarship Committee)

I am pleased to submit this application for the Smith Scholarship. I am a first-year Master of Divinity student at Claremont School of Theology with an interest in cross-cultural ministries. The Smith Scholarship would allow me to continue studying full-time and graduate next spring. [The first sentence of the first paragraph should state your purpose for writing the letter. Then introduce yourself.]

[Highlight one-three of your strongest qualifications for the scholarship.]

Thank you for considering my application.

Sincerely,

[First Last name]

Enclosures: Application, Personal statement