

Your Name  
Your address  
City, Province  
Postal Code

Scholarship Administrator  
Address  
City, Province  
Postal Code

January 1, 2011

Dear Scholarship Coordinator, (Address the letter with a person's name if possible, using Dear Ms. \_\_\_\_\_ or Dear Mr. \_\_\_\_\_)

**First Paragraph:**

This is your chance to make a great first impression. Start by introducing yourself.

Clearly state your main objective for writing the letter, i.e. 'I would like to receive more information about your \_\_\_\_\_ award.'

Mention your current school and your future plans, i.e. 'I am currently in my last year at Applewood High School, and am interested in pursuing a career in \_\_\_\_\_.'

You may also include how you found out about the scholarship.

**Second Paragraph:**

This is where you highlight your achievements, interests or activities that make you a great candidate for the scholarship.

Mention your experience or future plans that complement the criteria of the award.

Explain how this scholarship will help you pursue your goals. You need to strike a fine balance between a matter-of-fact list of your accomplishments and an overblown extravaganza of accolades.

**Third Paragraph:**

As the last impression, this paragraph is also very important.

Mention that you 'look forward to receiving a response' or 'hearing from you.'

Include a self-addressed, stamped envelope with your letter for the administrator's convenience and mention that the envelope is enclosed.

Thank them for their time and remember to sign the letter and stamp the envelope!

Yours truly, (signature)  
Your Name

**References:**

Applications to some programs and many awards will require one or more references. Ask for references ASAP to get the best results.