

Your Name  
Mailing Address  
City, State Zip Code  
Phone Number  
Email

Eastern Oregon University Admissions  
One University Boulevard  
La Grande, OR 97850

11/16/13

Dear Mr. Love,

I am writing to express my interest in studying at Eastern Oregon University. I am currently completing my first trimester at Redmond High School in Redmond Oregon, and I will be graduating this June 2014. I have always found the field of education is fascinating and rewarding. Thus, a Bachelor's degree in Education has been my dream.

I feel that I have acquired a solid intellectual foundation to continue pursuing my undergraduate study at Eastern Oregon University as proved by the enclosed SAT score and my GPA. I have acquired transferable skills such as the ability to identify and solve problems, excellent verbal and written communication skills, and an appreciation for attention to detail that will continue helping me do well and succeed in my undergraduate study and future academic and professional life.

I am highly motivated and am an all-around student with good academic, athletic, and interpersonal skills. I understand that qualities such as patience, diligence, sensitivity, enthusiasm and commitment are needed in order to work with children in the school and extra-curricular setting and I believe I would prove a valuable asset to the educational field.

As required by the School, I am enclosing a completed application form to pursue my Bachelor's degree in Education from your esteemed school. In addition, my resume and three letters of recommendation are attached here.

Again, I sincerely thank you for your time and kind consideration.

Sincerely,

**\*EXAMPLE OF A COLLEGE ADMISSIONS COVER LETTER\***

Your Name  
Mailing Address  
City, State Zip Code  
Phone Number  
Date

Scholarship Organization Name  
Mailing Address  
City, State Zip Code

Dear \_\_\_\_\_ Scholarship Committee:

First Paragraph:

State the specific scholarship for which you're applying for. Mention what degree program/school you will be attending and when.

Second Paragraph:

Briefly explain why you deserve this scholarship – if possible highlight activities, awards, community service activities and/or work experience that sets you apart from other applicants. Be careful not to repeat all of the information on your résumé.

Third Paragraph:

Refer the reader to your application, résumé, and transcript. Indicate your financial need if applicable. Thank them for taking the time to review your application.

Sincerely,



**Sign your signature in blue or  
black ink**

Your typed name  
Enclosure

**\*EXAMPLE OF A COVER LETTER FOR A SCHOLARSHIP\***

Your Name  
1234 Maroon Drive  
Redmond, OR 97756



*Your address goes  
here.*

September 17, 2013

Ms. Tanya Johnson, Supervisor  
1740 DE Ochoco Way  
Redmond, OR 97756



*Job supervisor  
& address*

State why you  
are writing;  
how you  
learned about  
the position,  
and basic  
information  
about  
yourself. →

Dear Ms. Johnson:

There is a posting in the Redmond High School Careers Class for a job with a Smoke Jumper/Hot Shot. I would like to have the opportunity to interview for this position.

Tell why you  
are interested  
and what you  
know about  
employer.  
Mention your  
specific  
qualifications,  
expand on  
details listed  
in resume. →

I am a very dedicated worker and I learn quickly. I have excellent attendance at school and have competed at the varsity level for wrestling and I am very fit. Additionally, I have been a member of leadership class where I have had ample opportunity to demonstrate my leadership and organizational skills by running assemblies and working on Homecoming activities. Leadership class has enhanced my judgment and decision-making through planning and organizing school events and services for students.

Indicate that  
you would like  
an interview  
and tell them  
what you will  
do next to  
follow up. →

My completed resume will provide further details about my background.  
I you have any questions please feel free to contact me at (541)-555-5678. I look forward to hearing from you.

Sincerely,



*Your  
signature  
goes here*

YOUR NAME  
Redmond High School Student

**\*EXAMPLE OF A COVER LETTER FOR A JOB\***

