

## SAMPLE COVERING LETTER

March 31, 2006

Inside Address (Yours)  
Location, B.C.  
Postal Code

Dear Sir or Madam,

I am applying for the **Richard Toynbee Award**, given to a student with a high level of interest in a technical or vocational area.

I feel that I would be an excellent candidate for this award because my goal is to achieve a degree in Biochemistry with the hope of a career in **disease research**. This career appeals to me because I would like to work in an area which would benefit humanity. I am sure that I will find this work both fascinating and rewarding.

I have always had a deep interest in science, especially in the area of chemistry. I have completed Chemistry 11 and Physics 11 with grades of above 90%, and Biology 11, Chemistry 12 and Physics 12 are included in my current school program. I was chosen to participate in the University of Victoria's **Science Olympics** in my grade 12 year, and have participated in the **Technolympics** at BCIT in grades nine and ten.

I hope you will consider my application for your most generous scholarship.

Yours sincerely,

Your Signature (make it NEAT & LEGIBLE!!!)

Your Name (Typed)  
Encl (3)