



# Creating a Cover Sheet



# When to Use a Cover Letter

- Applying for a Scholarship or Award
- Applying to a College
- Applying for a Job



# How to Set Up your Cover Letter

- ◆ Use business letter format
- ◆ Return address and date are on the top three lines (front center to right margin)
- ◆ The name and address to whom you are applying (left margin to center)
- ◆ Purpose line follows (left margin to center)
- ◆ Salutation (left margin to center)

1234 Fifth Street  
City, State Zip  
January 1, 2001



Big City College  
5678 Ninth Street  
College, Ohio 44111

In re: Admission to College

To Whom It May Concern:



# Setting Up Body Paragraphs

## ◆ Paragraph One:

- Identify who you are and where you presently stand in school.
- Identify your goal and why you are sending this letter
- Identify what you would like from this company, organization



I am presently a senior at Eager High School. My goal is to attend college and major in Mathematics. I would like to get an application for admissions, a financial aid form, and a catalog of your college coursework.



# Setting Up Body Paragraphs

## ◆ Paragraph Two:

- Thank them for taking time to handle your request.
- Identify any materials you are presently sending along with your letter (resume, vitae, reference letters.)



Thank you for taking time to handle my request. I am sending along a copy of my resume. If there is any further information you need, please contact me.



# Closing of Cover Letter

- ◆ Closing (from center to right)
- ◆ Skip four lines so you can put in your signature
- ◆ Type your last name (from center to right)

Sincerely,

John Doe





# Sample Cover Letter



1234 Fifth Street  
Anytown, Ohio 44321  
June 10, 2000

Big City College  
5678 Ninth Street  
Metropolis, New York 12345

In re: Application for Scholarship

To whom it May Concern:

I am presently a student at Eager High School. It is my goal to attend Big City College next school year. I have already submitted my application and I am awaiting word to determine if I have been accepted. In the meantime, I am applying for any available scholarships. I plan to major in mathematics at this time.

Thank you for taking the time to handle my application. I have attached a copy of my resume, and reference letters. Should you need additional information, please feel free to contact me.

Sincerely,

John Doe