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## Scholarship Application Cover Letter Sample

Department of Computer Science  
Edu-Tech University College of Alberta  
Drytown, CA 98555

March 4<sup>th</sup>, 2014

Ms. Patricia Fischer  
Dean of Students  
Student Affairs Department  
Edu-Tech University  
Drytown, CA 98555

## RE: Scholarship Application

Dear Ms. Fischer:

I am writing to submit my application for a scholarship from Edu-Tech University's Financial Aid Program for the fall semester 2014. Presently, I am a first year student in the Master of Computer Science program. Attached is a copy of my first semester's results for your approval. I am also attaching a copy of my high school grades to verify my diligence in my studies.

I am currently dealing with some financial difficulties, and am unable to pay my fees for the fall semester. I have designs to obtain a part-time position in order to finance my studies, but it will likely not be enough to cover the whole tuition and accommodation fee in addition to my normal living expenses. Based on my financial situation, I am requesting a student scholarship so that I would be able to carry on with my studies while I work to better my circumstances.

Thank you for your consideration. If you require any further information regarding my application, you may contact me anytime at (555) 555-0149. I will contact your secretary to follow up with you in the coming week.

Sincerely,  
(Signature)

Derrick Judge

[illegible]

**JAN M. VOLUNTEER**

555 North 5th Street Make Believe, WI 55555  
Cell Phone: 555-555-5555 email: [jmvolunteer@gmail.com](mailto:jmvolunteer@gmail.com)

### KEY QUALIFICATIONS

Service-driven Forestry and Wildlife Ecology major with Environmental Studies & African Studies minor. Previous French and Spanish language experience. Certified wilderness leader

### Education

XYZ University Bachelor of Science Make Believe, WI  
Forestry and Wildlife Ecology major, Environmental Studies and African Studies minor

- Expected graduation Date: May 2015
- GPA: 3.362/4.00
- Dean's list: 3 semesters

### Environment Experience

Environmental Agency  
**Advocacy Intern**

- Completed full time summer internship
- Managed fundraising campaigns, completed over 100 cold calls, and assisted in event planning

Make Believe, WI  
Summer 2014

Natural Resources Department  
Researcher

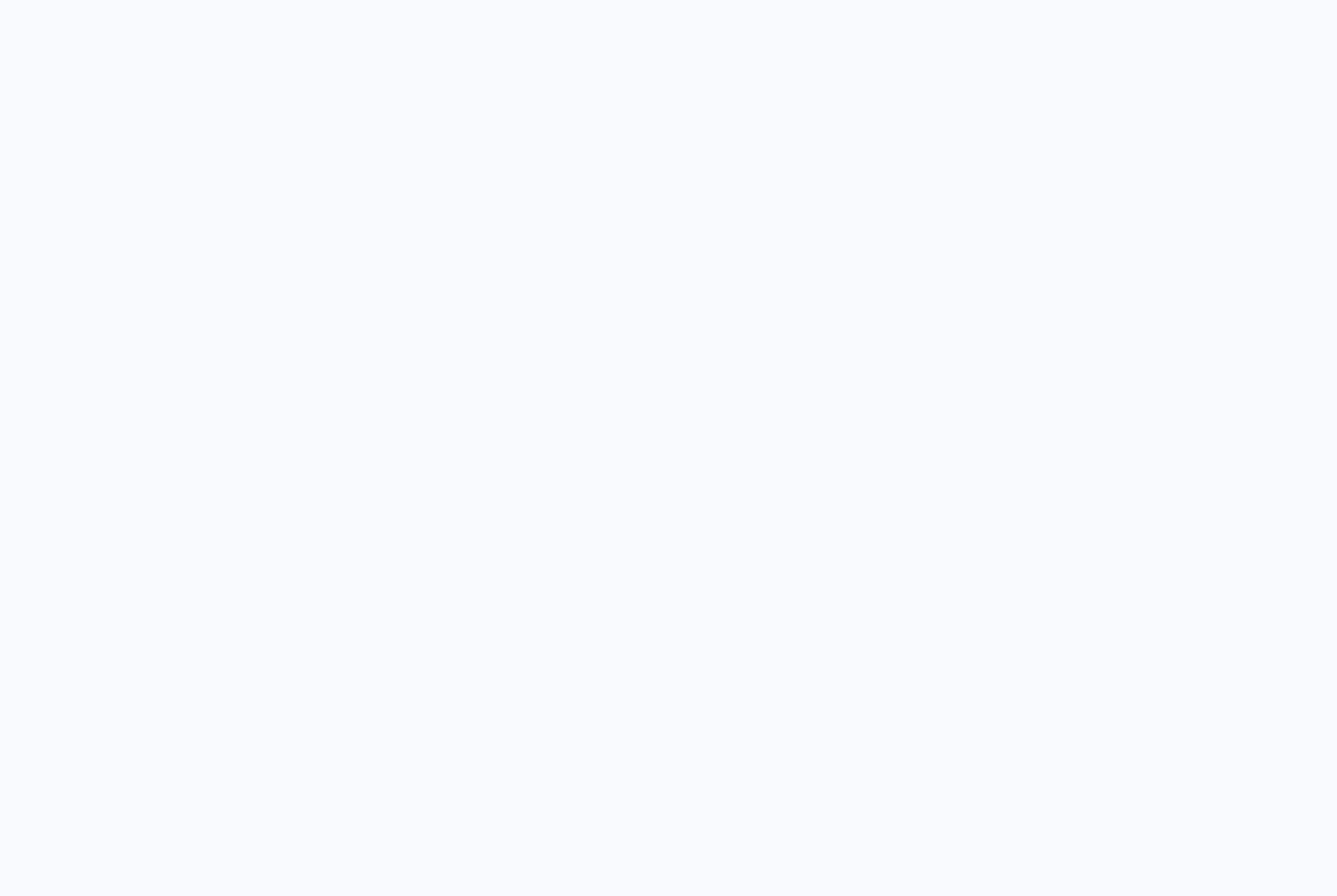
- Spent a week in the Galapagos Islands researching rainforest preservation
- Presented on findings to science majors for a 2 hour presentation
- Helped tag giant tortoises in Galapagos National Park
- Gathered research samples from one of the most biodiverse countries in the world

<p>Forest Service  <b>Volunteer Fire Fighter</b></p> <ul style="list-style-type: none"> <li>• Interned full time with Wisconsin Forest Service for over 450 hours of forest experience</li> <li>• Cut trails along woods and spent most of the summer battling forest fires during the dry season</li> <li>• Educated users on wilderness area management and regulations of their use</li> <li>• Conducted overnight patrols and documented any unusual or suspicious findings</li> </ul>	<p>Make Believe, WI          Summer 2013</p>
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<p>Outside Your Door</p> <p><b>Trip Leader</b></p> <ul style="list-style-type: none"> <li>Completed two week training totaling 80 hours of wilderness training</li> <li>Lead 12 at-risk youth on backpacking trips around Wisconsin</li> <li>Facilitated group bonding activities and nature workshops for students</li> <li>Created debrief discussions after long work projects and hikes for youth groups</li> </ul>	<p>Somewhere, W</p> <p>Summer 2012</p>
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High Hopes <b>Ropes Course Leader</b>	Somewhere, WI Sept 2012-May 2013
<ul style="list-style-type: none"> <li>Planned curriculum around team building for different youth groups</li> <li>Adhered to stick safety and security policies of the course</li> <li>Taught youth how to be their own knots, how to communicate with each other, and rock climb safely</li> </ul>	





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