

Name of Applicant
Address of Applicant
City, State, Zip Code

DATE

Name of Head of Scholarship Committee
Name of Scholarship or Institution
Address of Institution
City, State, Zip Code

RE: Application for [NAME of SCHOLARSHIP] cover letter

Dear Name of Head of Scholarship Committee:

I am submitting this application for the [NAME of SCHOLARSHIP] to further my education in environmental studies. I have studied for two years in Name of University and require financial assistance to complete my degree in Environmental Science. I have worked part-time in a recycling center for the past two years and wish to work in the field of environmental sustainability. However, I need a degree to advance in this field.

I spent the last two years of high school volunteering in a waste management facility in the city and have gained a lot of experience in the field. I won an award for creative management for recycling plastic water bottles. My goal is to work to have an impact on many environmental issues such as solar power, wind power as well as waste management. One of the most profound experiences of my life was a trip I took to see the island of waste in the northern Pacific Ocean.

If I am fortunate enough to receive this scholarship, I will finish my degree to qualify for a job in a company that promotes sustainability in their business ethic. My father died five years ago and I was able to pay for my first two years at university with the insurance money, but my mother is no longer able to support my university tuition.

Thank you for considering my application. I have enclosed a recommendation letter from my university councilor along with the application form and my transcripts. I hope to hear from you soon. I can be reached at [555-123-4567] or at [Name@email.com].

Sincerely,

Signature of Applicant
Printed Name of Applicant
List of Enclosures