

Company Scholarship Cover Letter Sample

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Ms. Melissa Nguyen
Director of Scholarship Funds
AlphaTech Consultants
900 Industry Avenue
Bigville, NY 99555

Dear Ms. Nguyen:

It recently came to my attention that your organization is offering a limited number of academic scholarships to local university-bound students. I am therefore writing this letter to express my appreciation for your generosity and submit my credentials in hope of securing one of these scholarships.

I am currently a high school senior and hope to attend Edu-Tech University in the coming year, but I require aid with my expenses. I plan to major in marketing, and would be eager to work at your company as a part-time apprentice during the summer before I enter college as a way to learn the ropes of running a business, and also as a way to give back to your organization should you see fit to grant one of your scholarships.

If you wish to interview me I'd be happy to meet with you in person at your convenience. I'm available at (555) 555-2938, after three on weekdays and at any time on weekends. You will find my resume attached. Thank you very much for considering me for the scholarship program. I hope to hear from you soon.

Sincerely,

Emily Brown