

SAMPLE COVER LETTER

Name
Address
City, State, Zip

Date (fully written out)

CPHS Scholarship and Awards Committee
PO Box 1090
Buies Creek, NC 27506

Dear Scholarship Committee Members:

First Paragraph: Should be a brief introduction to their interest in scholarships, their educational background, and highlighting if they are interested in receiving a particular scholarship.

Second (or third) Paragraph: This should address why they deserve to receive a scholarship from CPHS. In this section applicants **could** address (these don't need to be in bullet point format, but can be in sentences):

- Involvement and activities
- Special circumstances (such as first generation college student, international student, etc)
- Their career/professional goals in the area of pharmacy
- Financial need for a scholarship

Final Paragraph: A brief thank you for consideration and contact information such as email and/or phone number listed again.

Sincerely,

[Name signed]