

# Scholarship Interview Cover Letter Outline Worksheet

## I. Introduction

- a. Grab our attention! (Include an introduction of WHO YOU ARE!)
- b. Express your excitement and gratitude for this opportunity!
- c. Generally state your main ideas- 3 reasons you are right for the scholarship.
- d. Thesis Statement:

I feel I am the best candidate for the \_\_\_\_\_ scholarship  
because I will FIRST \_\_\_\_\_,  
SECOND, \_\_\_\_\_  
and FINALLY, \_\_\_\_\_.

## II. First Reason

- a. State your outstanding achievement/quality in one phrase:
- b. One FACT from your resume that backs up your quality:
- c. One example of your skills/ dream or hope you have that supports your quality:

## III. Second Reason

- a. State your outstanding achievement/quality in one phrase:
- b. One FACT from your resume that backs up your quality:
- c. One example of your skills/ dream or hope you have that supports your quality:

## IV. Final Reason

- a. State your outstanding achievement/quality in one phrase:
- b. One FACT from your resume that backs up your quality:
- c. One example of your skills/ dream or hope you have that supports your quality:

## V. Conclusion

- a. Restate your THESIS:
  - i. My skills and achievements illustrate my readiness and eagerness for the honor of \_\_\_\_\_  
If chosen, I will FIRST \_\_\_\_\_, SECOND, I \_\_\_\_\_  
and FINALLY, I \_\_\_\_\_.

- b. Grab our attention with reference back to Intro!

## VI. Thank you for your time and attention- end with Sincerely,- use your FULL NAME and leave room to SIGN with your formal signature!