

<Applicant Name>

<Applicant Address >

<Applicant City / State / Postcode>

<Name of Scholarship / University>

<Address of University >

<University City / State / Postcode or ZIP Code>

<Insert Date>

RE: Application for <Insert Scholarship Name>

Dear <Name of Scholarship Committee / University>,

I am pleased to submit my application for the <\$> scholarship at <University Name>. I write to you following my successful graduation in <Insert Year> at <Insert School / University>, achieving a final grade of <Insert Grades / GPA>.

As a <Prestigious / Insert Global Ranking> ranked university I am aware the scholarship application process is competitive and hard fought; however, it's my belief I can successfully differentiate myself from other candidates and add real value to the <Insert Faculty> at <Insert University>

My grades reflect a strong desire for self-improvement. At <School / University> we were taught those willing to invest significant time and effort into their academic studies will be rewarded in later life.

My careers counsellor and mentor described successful individuals as those who possess a combination of academic ability and transferable soft skills. Consequently, my primary focus throughout <School / University> has been the pursuit of academic excellence and involvement in a range of extracurricular activities. I participated in <Insert Clubs & Activities> where I discovered how to work effectively within a team environment. My presentation skills were practised by continuous engagement with large audiences throughout the year; and my leadership qualities were crafted within a <Work / School / Activity / Volunteering / Internship> environment. During my tenure at <Insert Role / Job> I successfully managed a team of individuals who looked to me for advice and guidance. We were able to accomplish <Insert One Measurable Outcome>. The practices I developed in <Insert Home Country> are examples of skills I hope to transfer to <Insert University>.

I have conversed with alumnus from <Insert University> in <Insert Home Country>; all of whom are highly regarded and successful individuals, <Insert an Example If Possible>. My research indicates <Insert University> produce well-rounded and academically gifted individuals who become global ambassadors for <Insert University> and the wider society.

My family come from a <Insert Family History / Background – Relate to Field of Study> background. Unfortunately, our financial circumstance does not allow me to attend <Insert University> without monetary support. Despite our humble background this scholarship would dramatically improve my family's situation and honour the many sacrifices my parents have made in pursuit of my education.

The academic opportunities available at <Insert University> far exceed what one could hope to find in <Insert Home Country>. My goals and aspirations go beyond my academic studies, I hope to repurpose the skills and knowledge I acquire at <Insert University> to help those less fortunate. <Insert future goals and aspirations and link back to improving wider society and your area of intended study>.

If the opportunity presents itself I hope to demonstrate my worthiness as a scholarship recipient through rigorous academic study and community engagement.

Thank you for allowing me to express my sincere desire to gain admission into <Insert University>. Please let me know if you have any questions or would like to arrange an interview. I look forward to hearing from you soon.

Best Wishes,

<Applicant Signature>

<Printed Name of Applicant>

Scholarship Application Checklist

Scholarship Application Checklist		Yes	No
1	Seek advice from a qualified and trustworthy education agent.	<input type="checkbox"/>	<input type="checkbox"/>
2	Meet the conditions required for an unconditional offer letter <i>{most universities require students to obtain an unconditional offer letter prior to scholarship application}</i> .	<input type="checkbox"/>	<input type="checkbox"/>
3	Awareness of the scholarship opening and closing dates.	<input type="checkbox"/>	<input type="checkbox"/>
4	Identify the exact scholarship being applied for and carefully read all entry requirements.	<input type="checkbox"/>	<input type="checkbox"/>
5	Ensure you meet all entry requirements stipulated within the scholarship prior to application.	<input type="checkbox"/>	<input type="checkbox"/>
6	Check if the scholarship requires you to complete a SAT, ACT, GRE, or GPA.	<input type="checkbox"/>	<input type="checkbox"/>
7	Include proof of identification <i>{passport}</i> .	<input type="checkbox"/>	<input type="checkbox"/>
8	Included resume / CV?	<input type="checkbox"/>	<input type="checkbox"/>
9	Include two "Letter of Recommendation"	<input type="checkbox"/>	<input type="checkbox"/>
10	Include academic transcripts.	<input type="checkbox"/>	<input type="checkbox"/>
11	Include academic citations or published research <i>{if applicable}</i> .	<input type="checkbox"/>	<input type="checkbox"/>
12	Include proof of English.	<input type="checkbox"/>	<input type="checkbox"/>
13	Include certificates and commendations received <i>{if applicable}</i> .	<input type="checkbox"/>	<input type="checkbox"/>
14	Submit proof of financial disadvantage <i>{if required}</i> .	<input type="checkbox"/>	<input type="checkbox"/>
15	Include scholarship application letter <i>{see above, do not exceed word count limit}</i> .	<input type="checkbox"/>	<input type="checkbox"/>
16	Collate all documentation and save as a PDF.	<input type="checkbox"/>	<input type="checkbox"/>
17	Assign documents an appropriate title prior to sending.	<input type="checkbox"/>	<input type="checkbox"/>
18	Conduct interview preparation should selection take place via a committee.	<input type="checkbox"/>	<input type="checkbox"/>