

## Building a Cover Letter:

*A cover letter is your chance to tell your story — not list your jobs.*

### Start With Who You Are & Why You're Applying

- **What it is:** A short opening that explains who you are and what you're applying for.
  - **Example:** "I am a graduating high school student with a strong interest in leadership and community involvement. I am applying for this scholarship because it aligns with my goal of continuing my education and giving back to my community."

### Highlight What You've Done (Experience Isn't Just Jobs)

You can talk about:

- School leadership roles
- Group projects
- Helping at school events
- Volunteering
- Sports, arts, or clubs
- Part-time jobs or family responsibilities

Focus on **what you learned**, not just what you did.

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### Connect Your Experiences to Your Skills

Instead of listing skills, **show them in action**.

You might show:

- **Leadership** → organizing events, mentoring peers
  - **Communication** → presentations, announcements, teamwork
  - **Responsibility** → managing schedules, budgets, commitments
  - **Problem-solving** → handling challenges, adapting, learning
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### Explain Why This Opportunity Matters to You

This is where your **voice matters most**.

You can write about:

- Your goals after high school
- Why education is important to you
- What motivates you
- How this opportunity will help you grow

This section is about **purpose**, not perfection.

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### **End With Gratitude & Confidence**

Close by thanking the reader and showing readiness to grow.

#### **Example:**

“Thank you for taking the time to review my application. I appreciate the opportunity to be considered and look forward to continuing my education and contributing positively to my community.”

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### **What Students Often Forget (But Shouldn't)**

- ✓ You do **not** need to sound “fancy”
- ✓ You do **not** need years of experience
- ✓ You do **not** need to have everything figured out

You **do** need:

- Honesty
  - Effort
  - Reflection
  - A willingness to learn
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### **Final Tips**

- Keep it **1 page**

- Write in your **own voice**
  - Be specific (avoid “I’m good at everything”)
  - Proofread (teacher, counselor, friend, or AI!)
  - Match it to the resume — they should tell the same story
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**Remember:**

**You are not behind.**

**You are learning.**

**Your experiences matter.**

A strong cover letter doesn’t prove you’re perfect —  
it shows you’re **ready**.