Name

Address

City, State Zip Code

Phone #

Email

### January 13, 2016

### TO:

### From:

### RE:

### Dear Mr./Ms.: :

### I am writing this letter in reference to The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scholarship that I am applying for. I was hoping you could assist me by writing me a letter of recommendation. I appreciate any help that you can give me

### (In this area write 5 – 7 sentence paragraph describing your strengths that will help teacher write letter) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Thank you very much for your help. You will find my attached resume which highlights my academic an extracurricular career. I respect your opinion and I appreciate your time.

### Sincerely,

### 

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### YOUR FirstName LastName

### ENCLOSURE

Your First and Last Name

Address

City, State Zip Code

Phone #

Email

## Objective: Being awarded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scholarship

**Education: Sophomore,, Sharyland High School**

**Class Rank**

**GPA**

**Activities: Member of**

**Member of**

**Awards:**

**Special Skills:**

**Work Experience:**

**Volunteerism:**

### References: Available Upon Request

### TOPIC -Find a quote from the internet about family, home life, or environment and start this paragraph with that quote. Then begin to write a 200 word(MAX) essay about the following:

### What was the environment in which you were raised? Describe your family, home, neighborhood, or community, and explain how it has shaped you as a person

### See example:

### “Family is not an important thing, it’s everything.” My family home is where I find my peace. I am very blessed to live in a home where I am supported and loved. My family consists of my mother, my 2 sisters, and me. Even though my dad was never around, my mom still made sure to show me how to be a man. She expected me to respect women and to be a hard worker. We never had much money but we always appreciated what we had. I am proud of my family and I know it is and will always be the most important thing in my life.

### Type PARAGRAPH HERE:

### TOPIC

### Find a quote from the internet about talent or passion and start this paragraph with that quote. Then begin to write a 200 word(MAX) essay about the following:

### Some students have an identity, an interest, or a talent that defines them in an essential way. If you are one of these students, then tell us about yourself.

### SEE EXAMPLE

### “Do what makes your heart sing and create your own music.” Ever since I was 5 years old I have always loved music. I have always been a part of some sort of music organizations like choir or band. Music calms me down and I love listening to any kind of music. I feel that it is a very powerful tool that can be used to communicate ideas and feelings. I enjoy listening to all genres and I have a deep appreciation for anyone who creates music. They are artists and they have a special gift. I haven’t decided if I want to study it in college, but even if I don’t, I know I will always have music as a part of my life.

### WRITE PARAGRAPH HERE:

### TOPIC

### Find a quote from the internet about traveling and start this paragraph with that quote. Then begin to write a 200 word(MAX) essay about the following:

### You’ve got a ticket in your hand – Where will you go? What will you do? What will happen when you get there?

### See Example:

### “The world is a book, and those who do not travel read only a page.” I have always wanted to spread my wings and travel and if I had a ticket to travel anywhere in the world I would choose to visit Rome. I love architecture and art and I feel Rome would be the best location to fulfill both interests. I’ve also heard the food is good and the people are amazing. Traveling to Rome would make me a well-rounded person because traveling helps you grow as a person. It’s hard to choose just one place, but I think Rome would be my best choice.

### TYPE PARAGRAPH HERE:

**Scholarship Essay:**

**Find a quote from the internet about education and start this paragraph with that quote. Then begin to write 5-7 sentence paragraph explaining why you should be awarded a scholarship.(2 sentences) Demonstrate Good character when writing this explanation(4-6 sentences)**. See example:

### SAMPLE:

### “Education is not a problem, education is an opportunity.” I ask that you please consider me for this scholarship because I really want to study to be a mechanic. My family does not have a lot of income and my parents and I work really hard and I want to get my education in order to make a better life for us all. I tried my best while in high school and I was very respectful to my teachers. I had good attendance and I was never late to class. If you ask my teachers they will tell you that I am very dependable and I may be quiet, but I am hard working. In my college transition class I worked by giving back to the community in order to get community service hours and that demonstrated my willingness to help others. I hope that you will consider me for this scholarship. Thank you

### WRITE PARAGRAPH HERE:

### SAVE ALL THESE DOCUMENTS ON A USB AND SEND THEM TO YOUR SCHOOL EMAIL. Also Send me a copy – email to:

### lcolegio@sharylandisd.org