

---

---

**JORDAN COOPER**

**jordan.cooper@emailservice.com**  
**211 Westover Ln, Anytown, USA 12345**

February 15, 2017

Secretary  
The Stevens-Hiller Memorial Fund  
29 Washington Avenue  
Anytown, USA 12345

Dear Sir or Madam:

My research indicates that the Stevens-Hiller Memorial Fund offers scholarship opportunities to future teachers. I would like to learn more about these opportunities and application procedures for the 2017-18 school year.

I am a 19-year-old sophomore at Any State University pursuing a bachelor's degree in education. The enclosed student resume' highlights my school activities, honors, volunteer work and employment. I've also included a summary of my financial needs.

If you feel I may qualify for the application process, would you please forward information and application materials to me for completion? I've enclosed a self-addressed, stamped envelope for this purpose.

Thank you in advance for your assistance.

Sincerely,

*Jordan Cooper*

Jordan Cooper