123 East Street
Barcelona, CA 12345
jonathandoe@bmail.com

May 9, 2016

Dr. Edward Jones
Scholarship President
45 School Avenue
Collegetown, NY 56789

Dear Dr. Jones:

My name is Jonathan Doe and I am writing in application for the 2016 Student Leader Scholarship. As a current high school senior and Valedictorian of my class at Education Preparatory School, I meet all of your scholarship guidelines.

I am currently enrolled in five Advanced Placement classes where I hold a 4.0 grade point average. I am the President of the student body, captain of the varsity football and basketball teams, president of the Robotics Club, and president of my local 4-H chapter. This year I was voted most likely to succeed by the entire senior class. In my spare time I volunteer at my local canine rescue and food pantry.

I have attached my resume and three letters of recommendation as requested in the scholarship application. Thank you for your time. I look forward to hearing from you.

Best Regards,

Jonathan Doe