

SAMPLE COVER LETTER FOR COLLEGE APPLICATIONS

Insert your heading w/ the date-I suggest ACS Address

Insert the inside address- this is the address of the college you are applying to

Insert the greeting:

As a senior at the American Community School of Amman, Jordan, I am aware there are several deadlines that international applicants must meet. I filed my application electronically to ensure I met \_\_\_\_\_ deadline. Enclosed are copies of my \_\_\_\_\_ and \_\_\_\_\_ to complete the application process.

I have taken great interest in the biology program at the University of \_\_\_\_\_. (state reasons why—without listing—as well as show you have done some research)

I look forward to working with you throughout the admissions process. Should you need further information from me, please do not hesitate to contact me or The American Community School of Amman.

Sincerely,

*Your Name*

Your Name  
Contact information