

(THIS IS JUST AN EXAMPLE, NOT A TEMPLATE)

NOTES:

”Please write a full-page letter about yourself.

The font should be either Calibri or Times New Roman

The font size should be 12

Double-spaced

Revise, revise, revise

Include the items listed on the application: “...your academic and/or vocational achievements, personal goals, and any barriers you have overcome to achieve your goals. Please specify any financial barriers you are currently facing.

[PARAGRAPH 1 – Introduction paragraph]

My name is [*your name* – E.g., John Thomas Smith], and I have attended Southern Utah University for [*how long* – E.g., the past three years]. I am a [*insert major(s)* – e.g., Nursing major with a minor in Nutrition] and I have [*academic achievement* – e.g., maintained a 3.2 GPA while taking 15 credits per semester]. Before returning to school, I [*if applicable, vocational achievement* – E.g., worked full-time as an EMT, saving lives].

[PARAGRAPH 2 – Point 1]

I wish to [*personal educational/career goal* – E.g., utilize my degree to give back to my community by volunteering for rural healthcare clinics]. (*Expand on the goal*).

[PARAGRAPH 3 – Point 2]

To be successful in school, I had to [*barrier* – E.g., obtain my G.E.D. at the age of thirty.] (*Expand on the barrier*).

[PARAGRAPH 4 – Point 3]

My journey through school has [*financial barrier overcome* – E.g., drained my family’s funds, my wife is a stay-at-home mother, and we have two small children.] [*Current financial*

barrier – E.g., Due to the financial strain school has put on my family, we have had to move in with my parents for the time being.] (*Expand on financial barriers.*)

[**PARAGRAPH 5** – Conclusion]

I have worked hard and will continue to work diligently to reach my goals. I wish to provide a future for my children and show them what can be accomplished through determination and focus. I would appreciate any financial support I receive, as it will enable me to focus on completing my education rather than worrying about how my family will manage another semester. (*Wrap it all up in the conclusion.*)

[Typed Name Here]