**Please make it a full-page letter about YOU!**

Your name

Your address

Your city, state, and zip code

Date

[**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 a 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 hard in reaching my goals. I wish to provide a future for my children and show them what you can accomplish through determination and focus. I will appreciate any financial support I obtain, as it will allow me to focus on finishing school rather than worrying about how my family will survive another semester. ***(Wrap it all up in the conclusion).***

SIGNATURE: (Use blue ink) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Typed Name Here]

**(THIS IS JUST AN EXAMPLE, NOT A TEMPLATE)**

***NOTES:***

The font should be either Calibri or Times New Roman

The font size should be 12

Revise, revise, revise

Make it a full-page (or slightly longer) and 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 be specific with any financial barriers you have, or are currently experiencing.”