Dear Ma'am/Sir (Name of Counselor/Admissions Officer),

I could tell you that Mia Stevens is an excellent student, that her grades are far above average, and that her extracurricular achievements are beyond comparison. However, you already have the necessary documentation to tell you that. I'd rather talk about the qualities that make her an extraordinary person.

Mia is someone who likes to be happy, and she leaves no stone unturned in spreading this happiness. She is a firm believer of the fact that the lesser you focus on the bad, the lesser it affects you. As a shining example of this fact, she is able to give her best to everything she does. A naturally talented girl, Mia has exceptional leadership qualities. She heads the book club at school, encourages reading as a hobby, and has the knack of discovering lesser-known but brilliant pieces of writing. She also organized the Woods High School Literary Fest with her team in 2012, an event that was a roaring success and even found a commendable mention in a leading daily.

When she told me that she has applied for the Creative Writing program at your esteemed university, I was thrilled. The world needs such enthusiastic writers who have the sensibility to spread their knowledge to a larger number of people. It is highly unlikely that you will regret granting Mia the scholarship that she deserves. If anyone is worth every penny that your scholarship offers, it is Mia, and I can back this claim wholeheartedly.

Sincerely,

Mary Jones
Principal
Woods High School