**GRADUATE SCHOOL COVER LETTER**

**[Your Name]**

**[Phone Number]**

**[e-mail]**

**[Date]**

Dear Ms. Johnson,

As a long-time follower of your college’s outreach in the community and fantastic business management program, I am delighted to apply for this fall semester. The opportunity to join your top-level educators and eventually stand among your college’s alumni is one of my greatest goals. I feel that my education and recent volunteer experience make me an ideal candidate for admission into the program.

My educational experience has given me the opportunity to work with a diverse group and meet the challenges of business in the modern digital age. I have taken courses specifically with your program in mind and feel that I have completed a well-rounded education that has prepared me for this next step. Additionally, I have recently earned an award for “Excellence in Business Studies” and feel your program will further my understanding of the subject and prepare me for my career.

In closing, I am excited about the opportunity to enroll for the coming semester and feel I would be a great part of your incoming student body. I look forward to hearing more about the program and appreciate your consideration.

Sincerely,

**[Your Name]**