

## COVER LETTER SAMPLE 1

Dear Graduate Committee Members,

I am a student of XXX University, majoring in XXXXXX. After reading the application materials carefully, I strongly believe that your college is an ideal place for me to continue my study.

M. S. in XXX is my pursuing goal, and I believe that American University is the place to fulfill my dream.

I have completed the online application and paid the application fee by credit card. Now I am submitting other required materials to you:

1. Counselor Recommendation
2. Politics Teacher Evaluation & Recommendation
3. Math Teacher Evaluation & Recommendation
4. Undergraduate School Transcript & Notes
5. Copy of my passport information page
6. Family's Financial Certificate & Bank Statement

**Name:** xxx

**Tel:** 086-1062210802

**Email:** XXX@gmail.com

**Signature:**           **Date:**

## COVER LETTER SAMPLE 2

Dear Graduate Admission Committee,

Enclosed is the application supporting materials of XXXX, which is submitted to be considered for admission of Doctoral program in XXXX of XXXX Reserve University. The packet includes supporting materials listed below:

- Cover letter
- Official Undergraduate Transcript
- Two-page Curriculum Vitae
- Two-page Statement of Objectives
- Rank Certification
- Honor Certification
- Three Letters of Reference from Prof. XXX, Prof. XXX and XXX, respectively.
- Title pages of my two main publications

For your convenience, I also enclosed the photocopy of my GRE and TOEFL score reports. And the official score has already been requested to report directly to your university by ETS. Please feel free to contact me if you have any queries regarding my application.

Thank you for your kind consideration.

Sincerely Yours,

XXXX

## COVER LETTER SAMPLE 3

Johnny Wu

Dept. of Electronic Engineering  
Zhengzhou University  
Zhengzhou  
450001 China  
Phone 86-371-67785113  
xxxxxxx@gmail.com  
2005-10-23

Dear Graduate Admission Committee,

Please find enclosed my application packet for the Bioinformatics Program and financial aid. I enclose one original and copies of the following:

1. Cover sheet
2. Undergraduate transcript
3. Masters' transcript(if available)
4. Graduate transcript(if available)
5. Two page Resume/Curriculum Vitae
6. Two page Personal Statement
7. Three letters of recommendation(see below)

I enclose three letters of recommendation. The first is from my academic advisor, P. Zou, Deputy Head of my college, whom I am assisting for in his program.

The second is from another professor, X. M. M, Chair of Communication Engineering in my college, whom I have taken classes from and worked on research projects with in her DSP lab.

The third is from the other professor, M Cheng, who taught me Digital Circuit. I spent last summer on a research supervised by Prof. Cheng. He informed me your school for the first choice, for he was a visiting professor staying two years in Dept. of ECE in your university.

Please email me if you have queries regarding my application.

Yours,

Johnny Wu

## COVER LETTER SAMPLE 4

Dear Sir or Madam,

I am an applicant from Shanghai Jiao Tong University, China, and I am applying for the XX program for the fall 2006 entry at your university. My online applicant ID is XXXXXXX.

Enclosed are my application materials with the following checklist.

1. One copy official transcript from Shanghai Jiao Tong University

2. Study Certification (Degree Statement)
3. One photocopy of GRE score report
4. One photocopy of TOEFL score report
5. Personal Statement
6. Resume
7. Rank Certification
8. Letters of Recommendation
  1. Prof. A
  2. Prof. B
  3. Prof. C (sent directly to your office)
9. **(other materials)** [?] [?] [?] [?]

I will also request ETS to forward my official GRE and TOEFL score reports to you later. If any further material is required, please let me know at your earliest convenience. Thank you.

Sincerely yours,

XXX, XX

Birth date: XX/XX/XX

Online ID: XXXXX

Address: XXXXXXXXXXXXXXXXXXXXX

Telephone: (86)21-XXXXXXXX

Email address: XXXXXXXX

## COVER LETTER SAMPLE 5

# Cover Letter

**Financial Engineering Program  
University of Michigan  
2633 CSE Building  
2260 Hayward Street  
Ann Arbor, MI 48109-2121  
Phone: (734) 763-0480  
USA**

Dear Sir or Madame,

I am applying for the admission of **MS in Financial Engineering** in your honored University. Followed is my brief profile for your reference:

**Name: \*\*\* \*\***

**Intended Enrollment Year: Summer 2013**

**Intended Major: MS in Financial Engineering**

**Date of Birth: Apr. 12, 1990**

The following documents have been enclosed for my application in this envelope

1. Application Form and application fee (submitted online)
2. Resume & Academic Statement of Purpose & Personal Statement have been submitted online
3. 1 Set of Official Undergraduate Transcript
4. 3 Letters of Recommendation and one recommendation submitted online
5. Internship Certificate
6. Copy of GRE report
7. Copy of TOEFL report
8. Original Certificate of Deposit
9. Copy of Passport
10. DVD Presentation

The official GRE score and TOEFL score have been sent to you via ETS. If any further information is required, please do not hesitate to contact me. Thank you very much. I am looking forward to your reply.

Sincerely,

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