

Example Cover Letter Students Should Include With Mailed Application Materials

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Office of Admission
Two Rivers College
100 College Way, Suite 101
Anytown, OH 45202

Dear Admissions Officer,

I have recently completed the online application for Two Rivers College and am enclosing other required and supplemental application materials with this mailing. This includes:

- Official transcripts
- Additional Letter of Recommendation - Teacher
- Additional Letter of Recommendation - Employer
- Student résumé

Also, my SAT Test scores have been ordered from collegeboard.com to be sent to Two Rivers College. Please let me know if additional information is needed. I look forward to hearing from you in the near future.

Thank you.

Sincerely,

Anna Johnson