

Cover letters are statements of purpose—in this case, for your Honors Senior Study. Cover letters should be clearly organized and carefully written. Your statement of purpose should be addressed to the Directors of the Honors Program; you might also include a brief explanation of your choice of Senior Study, and perhaps your future goals post-UNK. But please do not think you must compose your cover letter exactly as this model shows—individuality is encouraged. Please follow this block format for consistency and formality.

Your Address 111 Main
Kearney, NE 68849

Date May 5, 2013

Inside Address Directors of the UNK Honors Program
Conrad Hall #115
University of Nebraska at Kearney
Kearney, NE 68849

Salutation To Whom It May Concern; *or* Dear Directors:

Introductory Paragraph
(why you're writing) This Honors Senior study is in partial fulfillment of the requirements of the UNK Honors Program, and also in partial fulfillment of my degree program.

Body paragraph/s
(appropriate details and info) As a student I started my career as an athlete at UNK. However my passions extended far beyond athletics. In my major I discovered literature is my passion, both in reading and the process of writing. Eventually I plan to teach at the collegiate level. As a stepping stone to that goal I will attend graduate school in the fall.

Closing paragraph
(other useful info) As a member of the Honors Program I was given ample opportunities to pursue other options within a classroom setting. Faculty in my department became my mentors, allowing me to step outside the conventional and explore new boundaries. Electing to be in the Honors Program gave me a strong intellectual foundation to make other honorable decisions as well. Thank you for the time dedicated to students' learning every semester, for education is the backbone of success.

Closing Sincerely,

Signature *Sandra K. Boyer*

Typed Name Sandra K. Boyer