

Jane Doe
1234 Hillwood Ave.
Seattle, WA 12345

August 15, 2018

Dr. John Dolittle
PrepScholar University
5678 University Ln.
Boston, MA 67890

Dear Dr. Dolittle,

I am pleased to submit my application for the Master of Fine Arts in Creative Writing program at PrepScholar University. A recent graduate of Columbia University with a bachelor's degree in creative writing and Spanish, I was recommended to apply to your program by famed creative writing professor Emily Bronte, with whom I have collaborated on several short stories.

My rigorous undergraduate education in writing has equipped me with numerous skills and tools, including time management, literary analysis, and the ability to incorporate peer feedback into my revisions. In addition, I interned for my university's literary magazine for three semesters, assuming the roles of staff writer, head writer, and most recently co-editor. My biggest interest is short-story writing, a core focus of the PrepScholar Creative Writing MFA program.

I have included with this letter my application, official transcripts, CV, statement of purpose, and letters of recommendation. Please contact me if there are any further materials you need me to provide. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Jane Doe