[Tên bạn]  
﻿[Email]

[Ngày/Tháng/Năm]

[Tên tổ chức/trường học]  
﻿[Địa chỉ tổ chức/trường học]

Dear [...],

My name is [...], and I am writing this email to apply for a scholarship at [...] University. I graduated with a Bachelor of Business Administration Degree from [...] University. After that, I worked in [...] company for [...] years as a [...].

During my time at work, I have applied what I had learned to formulate sales strategies to help the company drive better results. In addition, I also take a lot of financial reporting classes to strengthen my financial capabilities.

With a keen interest in finance over the years, I decided to apply for the Master's program in finance and economics at [...] University.

I have a talent for creating quick, efficient solutions to long-standing problems. Also, I have excellent interpersonal skills so I can interact and constructively discuss with anyone. I am a team player who always looks to achieve collective goals.

I believe that with such strengths above, I am one of the suitable candidates for the scholarship of [...] University. I would be humbled to receive an invitation to interview and look forward to hearing from you soon.

Sincerely,  
﻿[Tên bạn]