**APPLICATION KIT FOR LOCAL SCHOLARSHIPS & BURSARIES**

For each scholarship/bursary application (unless otherwise instructed) you will need in the following order:

1. A completed application form
2. A cover letter
3. A scholarship resume
4. Two scholarship/bursary reference letters
5. A transcript
6. Possibly a statement of financial need or proposed budget
7. **Application Forms**
* Use the standard form for all applications unless a special form is required, see list - all special forms can be obtained at the counselling office
* Make one master copy – leaving the first 2 lines and the last line blank; saved as a PDF
* Make sure all information is correct – especially contact information
* Photocopy the required number. Add in the appropriate information on the first and last lines. Attach to the front of each package
* Print or write neatly in black ink that will match the photocopied text
1. **Cover Letter**
* Use correct letter format – see example
* Address to either the donor personally or a general “To whom it may concern” or “Dear Scholarship Chairperson”
* Consists of 3 paragraphs
	+ 1. Introduce yourself and state your educational plans and goals
		2. Referring to your resume, explain the activities, courses, school and community service you have been involved with in the last four years
		3. State your specific reasons for applying for this scholarship including personal reasons of financial need and why it would be helpful to you

In your letter try to be original, personal (yet specific), proud of your achievements, show understanding of the criteria for the award and be neat and presentable.

1. **Resume**

This together with the cover letter is the most important part of the application. These represent you to the scholarship or bursary committees. The more you can tell the committee about yourself the better.

* Always start with your goal or your educational plans
* Include the schools you have attended and dates
* Include any academic/school awards
* Include any clubs, activities, teams etc you have belonged to
* Include your community involvement
* Include any work experience, jobs or volunteering
* List any other areas of interest, skills or achievement
* List the 2 people you are using for a reference letter (including their address) and the reason why they are your reference

**NOTE: Your resume should be no longer than 2 pages**

* This resume will become your master and can be updated for other award applications
* Proofread and have someone else (or multiple) proofread
* Always start with the most recent activities, dates etc and work backwards. Usually going back to grade 9 is sufficient
* Be consistent but attractive in your style

**NOTE:** If you are applying for a special fine arts, music, theatre, or sports scholarship, you may want to do a separate “theatrical resume or sports resume”

Qualities that the committees look for are: **enthusiasm, teamwork, character, hard work, purpose, community service, perseverance and responsibility.**

**Ideas for resume headings:**

Academics Awards/Achievements Cadets

Career Objectives Community Activities/Involvement Honours

Future Plans Extra-Curricular Activities Goals

Music International Experience Leadership

Certificates Volunteer/Work Experience Interests/Hobbies

Employment Special Skills/Training Fundraising

Memberships Performing Arts Special Recognition

1. **Scholarship/Bursary Reference Requests**
* Select references based on who know you most closely or are most aligned with the subject you are pursuing.
* Always ask them personally, give them a copy of your resume (even the draft) or the form filled out fully. Allow at least a week for completion.
* Reference Request forms are located in the counselling office or on the website
* Two references only

Thank-you Letters

* Provide a thank you letter to your reference; remember they took personal time out of their schedule to complete this for you.
* Also, write a thank you letter to the donor of each scholarship/bursary you have won
* If you cannot provide proof of registration by September, write a note explaining and ask them to hold your award.
* Consider sharing with your donors how this award helped you in your first year of post-secondary. They like to hear how their funds helped you succeed.
1. **Transcripts**

Pop into the counselling office and ask for as many school transcripts you need. Double check the transcript is correct!

1. **Budget**

See the attached sample budget and adapt it to fit your own needs.

**PROCEDURE**

1. Spend some time to produce your best possible master package
2. Make a master list or highlight the scholarship/bursaries you will be applying for
3. Decide and ask your references, allowing a week for completion (give them a copy of your resume)
4. Ask counselling secretary for appropriate number of transcripts
5. Make appropriate copies of your completed package

Deadline: **Monday, March 25, 2024 – unless otherwise specified**

Submit to the counselling office for submission to your donors. Do not mail them yourself.