



## COWICHAN VALLEY OPEN LEARNING

Phone: 250-746-6052 Fax: 250- 746-8341

1033 Nagle Street, Duncan, BC V9L 2E6

### APPLICATION KIT FOR 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

#### 1. 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 sure all information is correct – **especially contact information**
- Photocopy/print the required number of applications. Add in the appropriate information on the first line. Attach to the front of each package
- Print or write neatly in black ink that will match the photocopied/printed text

#### 2. 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.

### 3. 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 they 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/school involvement
- Include any work experience, jobs or volunteering
- List any other areas of interest, skills or achievement
- List the 3 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 edited or more personalized 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

#### 4. Teacher Scholarship/Bursary Recommendation Form

- 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) and allow a week for completion
- Reference Request forms are located in this kit or in the counselling office
- Two teachers only

#### 5. Transcripts

Print your transcripts online at [Student Transcript Services](#) or ask the counselling secretary for help, she is also able to print them for you. Double check the transcript is correct!

#### 6. Budget

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

#### 7. Thank-you Letters

- Provide a thank you letter to your reference(s), 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.

### 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. Print your transcripts online at [Student Transcript Services](#) or ask the counselling secretary for help
5. Make appropriate copies of your completed package

Deadline: Friday, March 14, 2025 – unless otherwise specified

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



**COWICHAN VALLEY OPEN LEARNING**  
Scholarship/Bursary Application Form

Name of Scholarship/Bursary: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Number of dependent children in the family \_\_\_\_\_

Specific Career Goal/Occupation \_\_\_\_\_ Proposed College/University \_\_\_\_\_

Attached are the following:

- Cover Letter
- Scholarship/Bursary Resume
- 2 Teacher Reference Letters
- Transcript
- Declaration for Elementary School Scholarship/Bursary

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Cover Letter

Need some help with your cover letter, see the attached examples or check out Microsoft Word.

In Word, select new template, in the search bar type cover letter. A variety of different options will populate, everything from basic to more extravagant. You can edit any of them to suit your needs.

Owl Purdue online is another great resource for formatting and examples (for resumes too!)

- 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.

# Jane Doe

## Student, Cowichan Valley Open Learning

### Contact

123 South St  
Duncan, BC V9L 4B9  
916.555.0110  
marcel@example.com

### Dear Bursary Chairperson,

Re: CUPE 5101 – SD79 Support Workers Bursary Application

I am currently a grade 12 student at Cowichan Valley Open Learning and will be graduating in June 2024. I have sincerely enjoyed my time at CVOLC. The typical high school education system was not working for me, and I transitioned to this alternate school mid-year in grade 10. Since then, with the support of CVOLC staff, I have regained focus and have become more confident in myself. My hopes after graduation are to complete the Veterinary Assistant Program. I have applied to both ??? and ??? and am waiting to hear back.

My love for animals led me to volunteering at our local SPCA. I have been part of this team for the last year and a half. I help clean pens, walk dogs, groom/wash, and feed animals. Basically, any extra help they need, I am up for! I look forward to my visits at the shelter, and my time here helped me decide on my post-secondary path.

Another passion of mine is painting, drawing & photography. Many of my high school electives evolve around these topics. One of the teachers at CVOLC introduced me to Cowichan Valley Arts Council where I submitted some of my work for a Youth Art Show last spring. I also recently started volunteering some time with CVAC, helping with Pro D Art Camps.

I am currently employed part-time at Pet Smart in Duncan and am slowly saving money to put towards my post-secondary education but the assistance of this bursary would greatly help in my pursuit of the Veterinary Assistant Program.

I greatly appreciate you taking the time to review my application for your bursary and look forward to hearing from you.

Sincerely,

Jane Doe

Enc:

Resume  
Reference Letters  
Transcript



# YOUR NAME

Address | Telephone | Email

## Date

## Dear Sir/Madam:

Re: Scholarship/Bursary Name

The first paragraph of your cover letter should greet the chairperson or committee and state the scholarship/bursary you are applying for. Introduce yourself, explain and share a bit yourself and your post-secondary pursuits.

The body or second/third paragraphs should go into more depth about you and should reference your resume topics (eg: volunteer/work experience, interests, hobbies, certificates, awards etc).

The closing can mention how the award would benefit your post-secondary education, perhaps how you feel you deserve the award? It should also thank the chairperson or committee for taking time to review your application.

Sincerely,

Sign with black pen

Your Name

Enc:

Resume

Reference Letters

Transcript





## Academic Resume

Not sure where to start with your resume? See the attached examples or use Microsoft word.

In Word, select new template, in the search bar type resume and a variety of different options come available that you can edit to make your own.

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 they 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 3 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
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**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”

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**Ideas for resume headings:**

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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

# Jane Doe

## Student, Cowichan Valley Open Learning

### Contact

123 South St  
Duncan, BC V9L 4B9  
916.555.0110  
marcel@example.com

### Objective

After receiving my diploma from Cowichan Valley Open Learning in June 2024, I plan to attend university or college to take the Veterinary Assistant Course. I have applied at ??? and ??? and am waiting to hear back about acceptance and start up.

### Education

*February 2022 - present*  
Cowichan Valley Open Learning

*Sept 2021 – February 2022*  
Cowichan Secondary School

### Academic Accomplishments

*2023- 2024*  
Completed (list courses) with a XX% average

### Awards Achievements

*2023 - 2024*  
Student of the month November/December  
Leadership certificate  
St. John's Occupational First Aid certificate

*2022 - 2023*  
Food Safe certificate

### Work Experience

*2023 – present*  
Pet Smart – Duncan

*2022 – 2023*  
Tim Hortons – Duncan, Trunk Rd location

### Personal Interests and Activities

I have a keen interest and passion for working with animals. This led me to volunteer experience at our local SPCA and my ambition to become a Veterinary Assistant. As well, I have an interest in art and photography and have volunteered at Cowichan Valley Arts Council.

### References

Neil Ellingson, Teacher – Cowichan Valley Open Learning  
E: [nellingson@sd79.bc.ca](mailto:nellingson@sd79.bc.ca)  
P: 250 732 - 5555

Nic Schofield, Counsellor – Cowichan Valley Open Learning  
E: [nschofield@sd79.bc.ca](mailto:nschofield@sd79.bc.ca)  
P: 250 715 - 2323



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# FIRST NAME

# LAST NAME

Address | Phone | Email

## Objective

To get started right away, just tap any placeholder text (such as this) and start typing.

## Education

### ***Cowichan Valley Open Learning***

February 2022 – present

### ***Cowichan Secondary***

September 2021 – February 2022

## Volunteer Experience

### ***Name of Business***

*Job Title / Dates of Employment*

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

## Work Experience

### ***Name of Business***

*Job Title / Dates of Employment*

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

## School Clubs and Teams

### ***Club/Team Name***

Give dates and a brief description

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## Special Interests and Hobbies

Give a few lines of special interests and hobbies that are unique to you.

## References

Jennifer Guterson

Teacher – CVOLC

E: [jguterson@sd79.bc.ca](mailto:jguterson@sd79.bc.ca)

P: 250.733.1234

Val Kimmett

Student Support Worker - CVOLC

E: [vkimmett@sd79.bc.ca](mailto:vkimmett@sd79.bc.ca)

P: 250.236.9876



## COWICHAN VALLEY OPEN LEARNING Reference Request

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Scholarship/Bursary I am applying for: \_\_\_\_\_

# of years at CVOLC: \_\_\_\_\_ My career goal: \_\_\_\_\_

I would appreciate the reference letter completed by: \_\_\_\_\_

Some Guidelines:

- When asking someone to write a letter on your behalf, be sure to give adequate notice – the sooner you ask, the better
- **Supply your resume or fill out the questions below** in detail as they pertain to the scholarship/bursary.

**School Academic Achievements** – marks, certificates, awards, pins, trophies, academic average per grade. List courses currently enrolled in.

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**School Activities** – Student Council, Leadership, DSAC, clubs, etc. Include years.

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**School Sports/Athletics** – Teams, refereeing, coaching, scorekeeping, etc. Include years.

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**Outside of School** – Hobbies, interests, employment, clubs/organizations, volunteering etc.  
Include years.

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**Miscellaneous/Other**

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**Future Aspirations/Goals** – Give steps you have taken toward your goals or steps you are currently taking.

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## FINANCIAL NEED FORM

Date: \_\_\_\_\_

Cash/Savings: \_\_\_\_\_

Tuition: \_\_\_\_\_

Funds from Parents: \_\_\_\_\_

Textbooks/Supplies: \_\_\_\_\_

Contributions: \_\_\_\_\_

Room & Board: \_\_\_\_\_

Summer Income: \_\_\_\_\_

Transportation: \_\_\_\_\_

Clothing/Personal: \_\_\_\_\_

Miscellaneous Costs: \_\_\_\_\_

**Total Income:** \_\_\_\_\_

**Total Expenses:** \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# ELEMENTARY SCHOOL DECLARATION FORM

Date: \_\_\_\_\_

I, \_\_\_\_\_, certify that I attended  
\_\_\_\_\_ Elementary school.

My enrollment at this elementary school ran from grade \_\_\_\_\_ until  
grade \_\_\_\_\_.

Any additional information:

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Student Signature: \_\_\_\_\_