



## 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 (**fillable application & forms are listed on CVOLC website**):

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 application or use the fillable application on the CVOLC website

#### 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 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/school 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 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.** More resume adjectives [here](#).

**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 on the CVOLC website
- 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

The Financial Need form can be found in this kit or a fillable version on the CVOLC website.

#### 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.**