



SCHOLARSHIPS & BURSARIES PACKAGE

(Tips, Sample Resumes/Cover Letters)

On top of local scholarships and bursary awards, there are many opportunities for students to apply for financial assistance. Here are some links to review and see what fits for you:

- **Provincial Scholarships Program -** <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/provincial-scholarships>
- **BC Scholarships -** <http://www.bcscholarships.ca>
- **Scholarships Canada -** <http://www.scholarshipscanada.com>
- **Student Aid BC -** <https://studentaidbc.ca/explore/grants-scholarships>

Here are the steps for completing your local Scholarship/Bursary Application:

1. Application form

- Make a copy for practice/rough draft
- Make sure all the information is correct and neatly written or typed

2. Covering letter – see examples attached

- Should be word-processed. You may use special paper, but try to stay conservative.
- Can be addressed to either the people personally or a general “To whom it may concern” or “Dear Scholarship Chairperson”. If it is personal, you need to print and attach. If it is general, office will copy.
- Approximately 3-4 paragraphs:
 1. Introduce yourself and state your educational plans and goals
 2. Explain the important 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 **personal yet specific**, proud of your achievements, show understanding of the criteria for the award, be neat and presentable.

3. **Résumé – see examples attached**

A great tool is found by using Microsoft Word. Select:

- File
- New
- See Resume Options

Follow the wizard and input your information (keep your purpose in mind when selecting the style/type of resume to create).

- ☐ The Resume should be 1 to 3 pages long (no more)
- ☐ Always start with your goal or your educational plans
- ☐ Include the schools you have attended and when
- ☐ Include any academic/school awards
- ☐ Include any clubs, activities, teams etc you have belonged to *
- ☐ Include your community involvement
- ☐ Include any work experience, jobs etc. you have had
- ☐ List any other areas of interest, skills, achievements
- ☐ List the 3 people you will ask for letter of reference including their address and phone number
- ☐ Spend time to produce a good scholarship résumé which can be updated and form the basis for many award applications.
- ☐ Proof read it yourself and have someone else check it. You can use special paper.
- ☐ 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

The 10 qualities that most scholarship committees look for are: **enthusiasm, teamwork, character, hard work, purpose, ability to overcome obstacles, enthusiastic, community service, perseverance and responsibility.**

4. **Transcript of marks – Mrs. Brooks will issue**

Please check to make sure all the information on it is correct. If there are any problems, see Mr. Biello.

5. **Letters of reference** – usually two or three

- ☐ Select your referees carefully, eg. Your advisor, a teacher of the subject area you are most interested in pursuing, your counsellor, an administrator, a sponsor of a club, team activity etc, a community person with whom you have worked or volunteered, your employer.
- ☐ Always ask them personally, give them a copy of your résumé (even if it is only a draft copy) and allow them a week to write it.
- ☐ If you use a community person always ask for their permission to photocopy it to use for several scholarships applications.

2341 Mill St.
Lake Cowichan, BC
V9L 5R8

Phone (250) 749-5555
E-mail
jsmith@hotmail.com

John Smith

Objective After completing High School in June 2009, I plan to attend university and study pharmacy or medicine. It is my hope to attend either the University of Alberta, or University of British Columbia.

Education

2003 – 2009	Lake Cowichan Secondary School
2000 – 2003	Pallson Elementary School *
1996 – 1999	AB Greenwell Elementary *

(* optional.. some Elementary Schools offer scholarships)

Focus Courses

Grade 12:	Principals of Mathematics 12	Currently enrolled
	Biology 12	Currently enrolled
	Chemistry 12	Currently enrolled
Grade 11:	Principals of Math 11	90%
	Biology 11	96%

Awards Received

2005-06	Grade 12:
	- Honour Roll
	- Leadership Award
	- Academic Achievement Awards in all courses
2004-05	Grade 11:
	- Honour Roll
	- Community Award
	- Business Education Award for Highest Academic Achiever
2003-04	Grade 10:
	- Gold Pin Award, for Excellence in: Citizenship; Athletics; Academics; Fine Arts; Leadership
	- Honour Roll
2002-03	Grade 9:
	- Gold Pin Award, for Excellence in: Citizenship; Athletics; Academics; Fine Arts; Leadership
	- Honour Roll

**Volunteer
Experience
(2003-current)**

- Lake Cowichan Secondary Red Cross Club, Member
- Lake Cowichan Secondary Grad Council
- Grad Fundraising Committee, Member and Organizer
- Grade Banquet Committee, Member and Organizer
- Rotary Youth, Short-Term Exchange Participant
- Cowichan Valley Exhibition, 2002-2005
- British Columbia Senior Games
- Scouts Canada
- Food Bank, Organizer of Food Drives
- Multi-Cultural Week, Organizer
- Christmas Food Hampers, Organizer and Contributor
- Whales Tale, school newspaper, writer
- Vancouver Island Youth Parliament, Member from the Cowichan Valley

Work Experience

Cedar Products, Lake Cowichan, BC 2004-current. Mr. Ray Pine, Supervisor
- Office Duties, Receptionist

McDonalds Restaurant, Duncan BC. 2003-2004. Ms. Sue Berg, Supervisor
- Food Services

**Personal Interests
and Activities**

2005-2006 (Grade 12):

- Occupation Level Two First Aid Certificate
- Red Cross Club, Lake Cowichan Secondary
- Cowichan Valley Concert Band, Musician and Organizer
- Grad Council, Executive and Committee Member/Organizer

2004-2005 (Grade 11):

- Leadership class, Lake Cowichan Secondary
- Multi-Cultural Week, Organizer
- Cowichan Valley Concert Band
- Cowichan Valley Music Festival, Participant

2003-2004 (Grade 10):

- Cowichan Valley Concert Band
- Volunteer Referee, Cowichan Valley Soccer

References

Mr. D. Yoda
Teacher
Lake Cowichan Sec
(250) 749-6634

Ms. M. Vader
Principal
Lake Cowichan Sec
(250) 749-6634

Mr. Ray Pine
Supervisor
Cedar Products
(250) 746-54321

Jane Doe
1234 Lake Road
Lake Cowichan, BC
V0R 1W0
Phone: (250)749-4321

Email: janedoe@shaw.ca

Career Goals:

After completing high school I plan to study hairdressing so that I may someday own my own salon.

Education:

2003 – Present:	Lake Cowichan Secondary School	Lake Cowichan, BC
2000 – 2003	Queen of Angels	Duncan, BC
1992 – 2000	Queen Margaret's	Duncan, BC

Awards received:

School:

2004-2008	Passport to Education
2003-2008	Honour Role
2002-2003	Certificate of Achievement – Introductory Karate and Self Defence
2001-2002	Certificate of Achievement – Effort – December 2000
	Certificate of Achievement – Citizenship – April 2001
	Certificate of Achievement – Academics, Effort, Citizenship and Elective
	Certificate of Merit – June 2001
1999-2000	Merit Roll – December 1999
	Merit Roll – March 2000
	Merit Roll – June 2000
1996-1997	Academic Achievement
1995-1996	Jonathan Scott Bursary – Endeavour
1994-1995	Merit Certificate – March 1995
	Merit Certificate – June 1995
1993-1994	Merit Certificate

Job's Daughters:

2002-2003	Ritual Award – June-January
2002-2003	Job's Daughter of the term – June-January
2002	Job's Daughter of the term – January-June
2001-2002	Job's Daughter of the term – June-January
2001-2002	Most Improved Ritual – June-January
2001	Congeniality Award – January-June
2000-2001	Attitude, Participation and Attendance – June-January

Rowing:

2005 First Place in the Delta Regatta
2005 Second and Third in the Maple Bay Regatta

School and Community Involvement**School:**

Banquet Committee – Lake Cowichan Sec 2008-2009

Community:

International Order of Job's Daughter	2005-2008
Community Volleyball	2003-2008
Volunteer work at hair salon	2006
Maple Bay Rowing Club	2004-2005

Work Experience:

Present:	McDonald's Fast Food Restaurant – Front end clerk
2003-2005	Island Guest House – Assistant Manager
1999-2004	Babysitting in the Lake Cowichan area

Interests:

Helping others, meeting new people, cosmetics and hairstyling and going to the gym.

References:

Mrs. K. Solo	Mr. H. Kinobe	Mrs. Sue Staff
Manager	Guardian	Teacher
Island Guest House	Job's Daughters	Lake Cowichan Sec
Phone: (250) 666-2121	Phone: (250) 888-4141	Phone:(250)749-6634

Jane Doe
1234 Lake Road
Lake Cowichan, BC
V0R 1W0

October 12, 2011

Dear Sir/Madam:

Re: Scholarship

I am currently in Grade 12 at Lake Cowichan Secondary School and will be graduating in June 2009. I am applying to Malaspina College in Nanaimo, Aveda Institute in Victoria and Academy of Excellence Hair Design, also in Victoria, to study Hairdressing, Cosmetology and Esthetics with a view to opening a salon of my own in the future. A financial award from your organization would be of great assistance in my pursuit of this education and career.

For several years I was involved with the International Order of Job's Daughters. This organization for young women is aimed at teaching respect for all, community involvement, co-operation among other teens as well as adults, public speaking, business and meeting skills plus leadership skills. During my time in Job's Daughters I was promoted each term and was elected to the highest position for two terms. In this position I was responsible for organizing social gatherings, community and volunteer events, fundraising projects as well as bi-weekly business meetings. Each chapter of Job's is funded completely by fundraising events organized and carried out by the members of the chapter.

During 2004-2005 I was involved with the Maple Bay Rowing Club. I enjoyed this sport and along with my team-mates we continued to improve throughout the year, culminating in placing in the top three positions in several regattas. I found that each year my course load at Lake Cowichan Sec required more of my attention and felt it best that I focused entirely on my studies, so did not rejoin rowing the following season.

I have supported myself over the years with a full time summer job at Arbutus Island Guest House and Cottage and as I am currently a part time student I am working at MacDonald's in Duncan. Although I plan to set aside money for my future education and continue working, I know that it will not be enough to cover the costs of attending college. Any assistance you may be able to provide will be greatly appreciated and will help in my pursuit of a secondary education.

Thank you for taking the time to review my application for the Scholarship.

Yours truly,

Jane Doe

October 12, 2011

John Smith
1234 Margaret Place
Duncan, BC
V9L 5R6
Telephone: (250) 748-1234

Dear Scholarship Chairperson:

I am currently a Grade 12 student at Lake Cowichan Secondary School, and will be graduating in June 2009. Although, I will be a little sad to leave, both, the school and the community that have been such a large part of my life up until now, I look forward to next September, when I plan to attend the University of British Columbia, where I will be working towards a Bachelor of Science degree. I have always found science to be a particularly fascinating subject, and hope to one day specialise in genetics or organic chemistry, and possibly even enter into the field of medicine where I would pursue a career as a doctor.

Throughout my scholastic career I have managed to maintain excellent grades. I have participated in a wide range of activities, but have never let my academics suffer. I have a straight A record and in the last three years all my marks have been above 90%. I have also won numerous major school awards and have placed first in my school in the Waterloo Math Competition for the last three consecutive years. However, though school is very important to me, I believe that athletics are essential as well, as they teach teamwork and sportsmanship. For the last four years I have played on, between, three and five different sports teams a year. I have played field hockey for community teams and Lake Cowichan Secondary every year since I became old enough. I have been voted team captain, the most valuable player and the most sportsmanlike for various field hockey teams. In addition to playing for my school, I have also had the pleasure of playing for the Cowichan Valley Junior Field Hockey Association and the Cowichan Valley Field Hockey Association for many, many years. However, field hockey is not my only athletic strength. I have also excelled in aquatics, earning my Bronze Medallion, Bronze Cross, Water Safety Instructor Certificate and a National Lifesaving Award.

Although I enjoy athletics and music, I also find volunteering very rewarding. This fall I volunteered as a clarinet instructor at Pallson Elementary School. I have volunteered as a swimming instructor at the Cowichan Community Centre as well and am currently being certified by the Red Cross so I can pursue this further. I have also volunteered at my local SPCA and on several school committees, including the Grad Banquet and Photography committees. In addition to this, I had the pleasure of coaching U12 boys team last year, and hope to coach again this year as well. However, perhaps the one thing that I feel qualifies me best for a scholarship or Bursary is my dedication and ability to lead. I prefer to lead by example, which I feel I do in academics. I work extremely hard to maintain high marks, and I find helping my classmates very rewarding. I have also held the position of Junior Commodore at the Maple Bay Yacht Club. Being able to make a difference in the world around me is very satisfying and I will continue to work on the executive council there although my two-year term has ended.

I feel I would be an ideal candidate for the Lake Cowichan _____ Bursary because I have always been hardworking and have never shied away from challenges. I have been working towards College or University for most of my life, and I find it hard to believe that I could give anything less than my best now that I am so close to my goal. The Lake Cowichan _____ Bursary would greatly assist me financially next year, as going to College or University has become quite costly.

Thank you for your time and consideration. I sincerely appreciate the opportunity to apply for this Bursary.

Sincerely,

John Smith