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 Elemenentary 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