

Instructions for Scholarship/Bursary Applications:

- **RESUME** (Neatly done, nicely lined up and KEEP IT UP TO DATE)
- **SOCIAL INSURANCE NUMBER** (if you don't have one, apply right away)
- **TRANSCRIPT from ALBERTA LEARNING** Go to My Pass for transcript (if your not signed up for my pass see the main office). Keep a coloured up to date copy on your computer
- **REFERENCE LETTERS** start asking for them in grade 11. Should cover how long they have known you and in what capacity they know you. Reference letters should be one page (try to avoid more than one page) and if possible on a letterhead
 - A) from High School principal
 - B) minimum of 2 teachers (pick the ones best for you)
 - C) from a community member (volunteer work, work experience, work, etc.)
 - D) from a coach or a leader of a Sport
- Give reference provider enough time to write you a goof reference
- Always keep a coloured copy of reference letters.
- **Make** a coy of the original application, use this for a rough copy, than fill in original application
- **Make** a copy of original application after you filled in and keep it for reference at home
- **Do application on computer** (the application looks neater)
- **Make sure you followed the instructions.** Did you include everything they asked for, send it in on time. If it says send us only what we asked for, only send what they asked for. If they DO NOT have a send only make sure you include your RESUME. Reason- You can never cram enough information in a 300 word essay, the resume will in that case provide that extra you want them to know about you (and that is why your resume should look neat and up to date).
- **ESSAY** - max 300, 500, 750 or 1000 word (with computers easy to check) make sure they are not longer than requested (not 301 if max is 300). Make sure you save them on your computer and update them all the time, save you a lot of work. The first couple of applications are the hardest to do, once you have your essay saved on the computer you have something to work with, copy and paste)
- Close your essay with the following sentence: Thank you for considering me for the _____ Scholarship (ie: the Cook Family Scholarship)
- After this sentence leave a little space and instead of sincerely you put down **Respectfully submitted by**
- Make sure your name is on all the documents, pages, essay, resume etc. either on the top or the bottom
- Address cover letters:
 - Dear Scholarship or Bursary Selection Committee or
 - Dear Board of Directors, or Dear Board Members or
 - To Whom It May Concern
- Very importation to **ANSWER ALL THE QUESTIONS ON THE APPLICATION FORM** if they **don't** pertain to you fill in: N/A

Good Luck. It looks like a lot of work but it pays off.