

# Instructions for Scholarship/Bursary Applications:

- **RESUME** (Neatly done, nicely lined up and KEEP IT UP TO DATE)
- **SOCIAL INSURE #** (if you don't have one, apply right away)
- **TRANSCRIPT from ALBERTA LEARNING** Go to [www.mypass.ca](http://www.mypass.ca) for transcript (if your not signed up for my pass see the main office). If the application asks for an original make sure it is the original, other wise send a colour copy. Always have an extra original transcript on hand, cost is \$10 but the investment will pay off
- **REFERENCE LETTERS** start asking for them in grade 11. Should cover how long they have known you and in what capacity they know you. Give them a copy of your resume to help them write a good reference letter. Reference letters should be one page (try to avoid more than one page) and if possible on a letterhead
- Give reference provider enough time to write you a good reference
- Always keep a copy of reference letters. REASON - if you need to ask for more reference letters and they didn't save it on the computer you can provide them with a copy of their previous letter, which will speed up the process. If the application does not ask for an original reference letter, you can send a photocopy
- Ask for 5 or more, this way you don't need to bother them every week/month. They can print off 5 and sign them.
  - 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
- **Make** a copy of the original application, use this for a rough copy, than fill in original application
- **Make** a copy of the original application after you filled it in and before you mail it, 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, do only send what they asked for. If NOT 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).
- **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, saves 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  
Dear Board of Directors, or Dear Board Members  
or To Whom It May Concern
- Very important to **ANSWER ALL THE QUESTIONS ON THE APPLICATION FORM** if they **don't** pertain to you fill in: **N/A**
- Make sure you have a passport size picture handy. Some require you to send one.

Good Luck

It looks like a lot of work, but hopefully it pays off

