

# SCHOLARSHIPS & BURSARIES PACKAGE

(Tips, Sample Resumes/Cover Letters)

BC Awards Online is maintained and updated by the [Greater Victoria School District](#) with funding provided by the [Ministry of Education](#) and includes hundreds of awards available to B.C. students.

[www.bcawardsonline.sd61.bc.ca](http://www.bcawardsonline.sd61.bc.ca)

- The [Awards Deadline Search](#) lists awards with a deadline in a particular month.
- Go to [General Information](#) to obtain useful information on topics such as application strategies and preparing letters of application and résumés.

## TIPS:

### 1. Application form

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

### 2. Covering letter

- 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”.
- 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

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

- File
- New
- Resume Wizard

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

These are obtained from your Counsellor. Please make sure you give her a few days' notice. Please make sure it is as current as possible and all the information on it is correct.

### 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.  
Mill Bay, BC  
Canada  
V9L 5R8

Phone (250) 743-5555  
E-mail  
jsmith@hotmail.com

# John Smith

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**Objective** After completing High School in June 2006, 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 – 2006	Frances Kelsey Secondary School
2000 – 2003	George Bonner Middle School
1996 – 1999	Mill Bay Elementary *

(\* *optional.. some Elementary Schools offer scholarships*)

**Focus Courses**

<b>Grade 12:</b>	Principals of Mathematics 12	<i>Currently enrolled</i>
	Biology 12	<i>Currently enrolled</i>
	Chemistry 12	<i>Currently enrolled</i>
<b>Grade 11:</b>	Principals of Math 11	90%
	Biology 11	96%

**Awards Received**

2005-06	Grade 12: <ul style="list-style-type: none"><li>- Honour Roll</li><li>- Self-Directed Learning Award</li><li>- Academic Achievement Awards in all courses</li></ul>
2004-05	Grade 11: <ul style="list-style-type: none"><li>- Honour Roll</li><li>- Self-Directed Learning Award</li><li>- Business Education Award for Highest Academic Achiever</li></ul>
2003-04	Grade 10: <ul style="list-style-type: none"><li>- Gold Pin Award, for Excellence in: Citizenship; Athletics; Academics; Fine Arts; Leadership</li><li>- Honour Roll</li></ul>
2002-03	Grade 9: <ul style="list-style-type: none"><li>- Gold Pin Award, for Excellence in: Citizenship; Athletics; Academics; Fine Arts; Leadership</li><li>- Honour Roll</li></ul>

Volunteer  
Experience  
(2003-current)

- Frances Kelsey Red Cross Club, Member
- Frances Kelsey 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, Cowichan Bay, BC 2004-current. Mr. Ray Pine, Supervisor  
- Office Duties, Receptionist

McDonalds Restaurant, Mill Bay 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, Frances Kelsey Secondary
- Frances Kelsey Concert Band, Musician and Organizer
- Grad Council, Executive and Committee Member/Organizer

2004-2005 (Grade 11):

- Red Cross Club, Frances Kelsey Secondary
- Multi-Cultural Week, Organizer
- Frances Kelsey Concert Band
- Cowichan Valley Music Festival, Participant

2003-2004 (Grade 10):

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

References

Mr. D. Bellis  
Teacher  
Frances Kelsey Sec  
743-6916

Ms. M. Sandford  
Principal  
Frances Kelsey Sec  
743-6916

Mr. Ray Pine  
Supervisor  
Cedar Products  
743-54321

**Jane Doe**  
**1234 Cobble Hill Road**  
**Cobble Hill, BC**  
**V0R 1W0**  
**Phone: (250)743-6916**

**Email:** [janedoe@shaw.ca](mailto: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:	Frances Kelsey Secondary School	Mill Bay, BC
2000 – 2003	Queen of Angels	Duncan, BC
1992 – 2000	Queen Margaret's	Duncan, BC

**Awards received:**

**School:**

2004-2005	Passport to Education
2003-2004	Passport to Education
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 – Frances Kelsey 2005-2006

**Community:**

International Order of Job's Daughter 2000-2004  
Community Volleyball 2003-2004  
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 Duncan area

**Interests:**

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

**References:**

Mrs. K. Jackson  
Manager  
Island Guest House  
Phone: (250) 666-2121

Mr. H. Hicks  
Guardian  
Job's Daughters  
Phone: (250) 888-4141

Mrs. Sue Emblem  
Advisor  
Frances Kelsey Sec  
Phone:(250)743-6916

Jane Doe  
1234 Cobble Hill Road  
Cobble Hill, BC  
V0R 1W0

October 12, 2006

Dear Sir/Madam:

**Re: Scholarship**

I am currently in Grade 12 at Frances Kelsey Secondary School and will be graduating in June 2007. 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 Frances Kelsey 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 Mill Bay. 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, 2006

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

Dear Scholarship Chairperson:

I am currently a Grade 12 student at Frances Kelsey Secondary School, and will be graduating this Spring in June 2007. 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 Maple Bay School, Quamichan Middle School and Frances Kelsey 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 Quamichan Middle 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 with Catherine Kay 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 Frances Kelsey Field Hockey Bursary because I have always been hardworking and have never shied away from challenges. I have been working towards 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 Frances Kelsey Field Hockey Bursary would greatly assist me financially next year, as the 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