

SCHOLARSHIP COVER LETTER GUIDELINES 2018-2019

Write a letter indicating why you are a qualified candidate for a local scholarship and / or bursary. What should be in your cover letter? Think about your personal experiences. Don't make it just a written version of your resume. **Be sure to explain how activities have affected or shaped the person you are today, but don't go into detailed lists (save that for the scholarship resume):** Items to include:

1. Academic and / or vocational achievements
2. Extra-curricular activities (athletics, student government, dry grad, etc.)
3. Community activities / services

The following are extremely important to include:

4. Post-secondary educational plan / intended area(s) of study and future career goals
5. Any other qualifications (i.e.: financial need, employment, etc.)

Paragraph #1:

Introduction

- What has inspired you to go to university? Why are you applying for the scholarship? Start with a brief introduction, include what you plan to study and where, as well as your future career.

Paragraph #2

School Information (**Since this information is also included in your resume, be sure to explain or emphasize how it's impacted you**)

- Academic information (do not state courses you have taken; we'll get that from your transcript) Extracurricular Information – if applicable
- Related to school (not courses!)
- Athletics / Clubs / Grad Council / Dry Grad activities
- Career Preparation / Work Experience Program (e.g., Head Start) – if applicable
- Music / Theatre / Leadership Program(s)

Paragraph #3 (Again, don't just give me a list—tell me how have these impacted you):

- Community Service / Involvement – if applicable
- Volunteer activities
- Athletics / Clubs □ ENITY / Dance / Cadets / 4-H Club

Paragraph #4: (Very important to include)

Any other Information

- Employment
- Relevant financial / family information to explain financial need
- What is your passion or spark? What change do you wish to make with your education?

Anything else you think we should know
If not a lot of activity, why?

Hints:

1. Use proper letter format
 - Use Letter Wizard if necessary
2. Open with:
 - Dear Mr. Meredith,
3. Finish with:
 - Thank you for considering my application.
4. Close with:
 - “Sincerely,” or “Yours truly,”
5. Sign your letter
 - 4 spaces between “Sincerely” and name
 - Sign your letter between “Sincerely,” and your name

Sample 1 - Application Letter for Scholarship

Haley Thomspson
1290 Simpson Ct.
Parksville, BC V9P 1C9

November 18, 2017

Mr. G Meredith
Ballenas Secondary School
135 North Pym Road, Box 1570,
Parksville, BC, V9P 2H4

Dear Mr. Meredith,

After reviewing the scholarship guide, I am excited to realize that I meet the criteria for several of the scholarships. My goal is to attend the University of British Columbia to earn a nursing degree. It has always been my passion to be a nurse. My mother was a nurse before her tragic passing, and she loved her patients and took care of them so well. By completing my nursing degree, I feel that I will not only further my career, but I will also pay tribute to my mother who gave her life for her calling. Being a nurse means everything to me.

I have always taken my education very seriously and to that end, I have maintained my Honors standing at Ballenas Secondary School and am ready to tackle post-secondary school challenges. However, I realize that service is also important so I am an active student at my high school. I enjoy challenges and fighting for what I believe is right; thus, I have served on the debate team and also ran for class president. I will be class valedictorian and like to get involved in any extracurricular activities that the school offers. I believe in not just attending school, but also getting involved in it.

Service does not end at the school doors; indeed, I believe it extends to my community and the world around us. I have volunteered for the last two years at Nanaimo Regional Hospital where I visit with patients, read to them and sometimes just provide a willing ear. This experience has further fueled my passion to work in health care. Ms. Confortin, I know that you will receive numerous applications for scholarships. I am hoping that you will consider my application and allow me to fulfill my dream of being a nurse. The medical field is challenging and one that has difficult classes; however, I feel that I will have no problem rising to this challenge. To be a nurse means everything to me, but with the cost of room and board, books and all the other charges, it is going to be tight. I come from a single parent household and my father does his best, but I have three siblings at home so I can't rely on my family for financial aid. I have saved diligently, but I am still considerably short of my financial goals. I appreciate your consideration.

Sincerely,

Haley Thompson