

# What do I do?

## Scholarship Toolkit

Here are a few pointers for students and parents on how to apply for post secondary scholarships or bursaries. Remember each year some scholarships get hundreds of applications - you want to make yours stand out above the rest.

- **Resume** - (Neatly done, nicely line up, and make sure its up to date) - print off 5 copies
- **Social Insurance Number** - (if you don't have one, apply right away)
- Get 5 copies of your grade transcript from your guidance instructor with all your marks on it. Make sure he or she stamps and initials it for you.
- **Grade 11 – Start asking for Reference Letters** – Should cover how long they have known you, in what capacity, and give them a copy of your resume to help them write a good reference letter. Reference letter should be one page and on letter head if possible. Ask at least 5 references for 5 copies of the letter and have them sign it, this way you don't have to bother them. Contact: High school principal, teachers who taught you, community volunteer groups or organizations, past employers, coach or sports groups.) If you are using a reference request form - attach your resume as well it helps make sure your reference writer make it more personal.
- **Make a rough copy** – (print off a rough copy of all applications to work on first so you can send in a flawless copy. Keep the rough copy on file so you can access it if necessary) This way you look more professional in the final draft.
- Make sure you print or type the application form – it looks neater.
- **Double check all instructions** – (Did you include everything they asked for, mail it on time - sometimes it says must be received by! If it says to send in only the following items, then only send what they ask for. If not, include your resume with the application. The reason is you can never cram enough information into a 300 word essay, the resume will provide that extra little bit of information you want them to know about you. This is why you need to keep it neat.)
- **Essay – Max: 300, 500, 750, or 1000 words.** (Using the word check feature on your computer, make sure any essays needed are the required amount not a few over. Make sure you save them on your computer and update them regularly, this saves you a lot of work. The first couple of applications are the hardest to do, but once they are saved on your computer you have something to work with – copy and paste.) hint hint
- Put your name and on all the documents, pages, essay, resume etc. (top or bottom)
- If there is no application form you have to sign, make sure to sign the essay. (If you signed the application form then there is not need to sign your essay)

- Refer to attached items: **Reference: Essay Innisfail & District Agricultural Society or Mr. Coleman - Career Practitioner**
- Address letter: use the formal heading like; Dear Scholarship or bursary selection committee; Dear Board of Directors; Dear Board Members; if unsure To whom it may concern.
- **Close your essay with the following sentence:** Thank you for considering me for the Innisfail & District Agricultural Society, Non-Ag. Related Bursary
- After this sentence leave a little space and instead of sincerely, you put down **Respectfully submitted by; name.** If you need to sign the essay then use respectfully submitted and your name at the bottom.
- Most important of all, **ANSWER ALL QUESTIONS ON THE APPLICATION FORM and if they don't apply to you put N/A.** A number of applications are put aside because the donors see an empty blank on the application and assume that it is incomplete.

These are some tips to help you achieve success with the scholarship or bursary requests. If you need help or have questions, please contact me –

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Other sites to investigate:

<https://scholartree.ca/>

<https://www.scholarshipscanada.com/>

<https://alis.alberta.ca/explore-education-and-training/pay-for-your-education/scholarships-and-bursaries/>