

## Bursary & Scholarship Application

### TIPS FOR COMPLETING YOUR APPLICATION

#### BIOGRAPHICAL SKETCH

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A biographical sketch is a personal document about you. It's your chance to tell us what makes you tick. Who you are, what's your passion, why you want to go into the field of study you've chosen or why you want to explore different options before you settle on a degree? Why a bursary or scholarship will help you further your dreams.

Here are some examples to generate ideas for your biographical sketch:

- I was born .... (or) I have lived in Mission all my life
- ... has influenced my life
- I've faced ... challenges and have used them to ...
- I volunteer at..., or I work at...
- I have a passion for sports/music/...
- My passion for (field of study) came from .... (or) I want to become a ... because ....
- I have applied to...
- I want to start my education at x school and eventually earn my degree at y school.

If you feel it will help to explain you better you can get into personal information; however, you are not required to do so, and we are not allowed to insist on it unless it pertains to a specific scholarship. For example, if you indicate that you are a champion LGTBQ2SA+, or went to Albert McMahan, or go to St. Joseph's Church then you will be considered for those awards, and we can ask you questions about them.

Some students have written about illnesses or tragedies in their life and how that has affected the way they look at education and life in general. Others have told us about financial struggles and how assistance will help them pursue post-secondary training.

We cannot give you a template or request specific examples as we do not want formula submissions. Instead, it is hoped that the above information will provide ideas about what to write. We want a biographical sketch that is unique to you.

#### FORMAT

- **Maximum 1 page typed**
- **1" margins**
- **Font Size: 11 or 12**
- **Font Type: Arial or Calibri**

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#### What to include in a Summary of Accomplishment?

Below are examples of accomplishments to include in your Summary of Accomplishment. Please note that this list is not exhaustive.

| CATEGORY                                | ROLE / ACHIEVEMENT   |
|---|--|
| <b>Honours &amp; Awards</b>             | GW Cooke Awards, honour rolls, principals' lists, GPA's, MVP, etc.   |
| <b>Volunteer / Community Leadership</b> | Anywhere you've volunteered within the community, at school [yearbook, tutoring, etc.], for an organization, or at an event.<br>Peer counsellor, umpire, coach, mentor, supervisor, team captain, etc. |
| <b>Sports/Arts</b>                      | Sports played and artistic pursuits including music, dance, etc. Specify activity.   |
| <b>Employment</b>                       | Paid work.   |
| <b>Certifications</b>                   | First Aid, CPR, Food Safe, National Life Guard, etc.   |

#### SAMPLE: Summary of Accomplishment

| CATEGORY                     | ROLE / ACHIEVEMENT | ORGANIZATION             | GRADE(S) | TOTAL HOURS / PER WEEK |
|------------------------------|--------------------|--------------------------|----------|------------------------|
| <b>Honours &amp; Awards</b>  | Honour Roll        | Mission Secondary        | 10-11    | n/a                    |
| <b>Volunteer / Community</b> | Companion          | TRIM                     | 11-12    | 5 per week             |
|                              | Volunteer          | Folk Music Festival      | 10       | 20                     |
| <b>Leadership</b>            | Shift Supervisor   | McDonalds                | 11       | 12 per week            |
|                              | Umpire             | Mission Minor Baseball   | 10-12    | 30 per year            |
| <b>Sports / Arts</b>         | Swim Team Member   | Mission Marlins Swimming | 8-10     | 60 per year            |
| <b>Employment</b>            | Employee           | McDonalds                | 10-12    | 175                    |
| <b>Certifications</b>        | Basic First Aid    | St. John's Ambulance     | 2018     | 20                     |

#### CHARACTER REFERENCE LETTER

Submit only one (1) character reference letter. Only one will be considered in the evaluation of your application. Refer to the *Character Reference Letter Tip Sheet* for information on who can write the letter and what it should include.

#### TIP

- Give a copy of the *Character Reference Letter Tip Sheet* to the person who will be writing the letter.
- Be sure to tell the person writing your letter about your postsecondary and career goals so that they can reference it in the letter.

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### Character Reference Letter

#### TIP SHEET FOR WRITING A REFERENCE FOR AN APPLICANT

##### OVERVIEW

The purpose of the Bursary & Scholarship Program is to support students' access to post-secondary education/training. Students are evaluated based on their academic performance, community involvement, accomplishments, extracurricular activities (sports, arts, etc.), an interview with the Bursary and Scholarship Committee, and a character reference.

The character reference is a positive letter of support for the student. To assist those who have been asked by a student to provide a character reference letter we have prepared this tip sheet.

##### WHO CAN PROVIDE A REFERENCE?

A character reference letter can be written by anyone who knows the student [with the exception of their family members or teachers] and feels that they can provide a positive endorsement for the student.

*Character references received from family members or a school teacher who has taught the student will be awarded zero points in the evaluation of their application. Students will not be allowed to resubmit another character reference.*

##### CONTENT

**Opening paragraph:** Include the name of the student, the context in which you know the student [e.g., family friend, employer (manager, supervisor), coach, youth group leader, etc.], and how many years you have known the student.

**Body of letter (1-2 paragraphs):** Tell us about the applicant. Focus on what stands out about the student.

- The student's personality, accomplishments, and contributions to your organization/club/team.
- Specific skills, traits, or experiences that would contribute to the student's success in pursuing post-secondary education/training, referencing their academic and career goals.
- Why you think the student would be a good recipient for a bursary or scholarship.
- Other information about the student you would like to share.

You do not need to write about each point listed above. Focus on one or two of aspects about the student that you think will make them stand out as a bursary and scholarship candidate.

**Closing paragraph:** Include your contact information (phone and email) should the Bursary & Scholarship Committee have any questions.