



SCHOLARSHIP/BURSARY

APPLICATION PREP

Applying for scholarships involve several of the same techniques and strategies as applying for jobs. This booklet is designed to help you highlight (and remember) your experiences, your personality traits, and the type of language you want to be using on applications.

Consider the search for scholarships as an activity that is worth the time and effort. Take the time. Make the effort.

Know where to search. Visit the Scholarship tab at <https://jp2studentservices.weebly.com> to get started.

Read the specific criteria and make sure you meet all or most of them. Not all are based on marks.

Include everything the application requires. This can mean: reference letters (how many?), proof of post-secondary registration, transcripts, essays, etc. Every scholarship is different so read carefully!

Do not self-select. Every year, there are scholarships that are not awarded because there were no applicants. The worst they can say is, "No." Another student having higher marks than you is an insufficient reason to avoid applying.

Remember that scholarship committees are usually made up of people who do not know you personally. So, treat your application as a resume. Remember that you're trying to convince them that you're the best applicant for their award.

Impress them! Type your application wherever possible. If you have to write it, do NOT use pencil! Make your application look and sound professional and easy to read. Be clear and concise but give sufficient information to prove you meet their criteria.

When asking for a reference letter, be sure to ask a teacher/counselor/coach/boss who knows you well and can address the criteria of the scholarship with specifics. Give them 2 weeks' notice if you can, so they can write a good letter for you.

Your myPass account is your one-stop shop for printing off a list of your completed courses or ordering official transcripts. Visit www.mypass.alberta.ca if you haven't already created your account.

Proofread. You're making a first impression on the selection committee; make it count. While you're at it, now is a great time to clean out your social media accounts of questionable material!

Keep track of deadlines. Most scholarships will not accept late applications.

This is not the time to be humble. Use the next few pages to list and describe your experiences, your personality traits, etc. in the most assertive and confident language possible.

Ex) Instead of saying, “I volunteered at the hospital,” try “As a volunteer in the Maternity ward at the local hospital for 3 years, I communicate clearly and concisely with staff, completed my work efficiently and thoroughly, and accepted constructive criticism to further improve the patients’ experience.”

Complete the following as thoroughly as possible. Check your spelling as you go so you can save time on your applications later. Try to have something written for each section.

1. What is the email address you will use for your applications? It should look professional and not “fluffybunny29@hotmail.com.” If you need to create a new email account, now is the time.

Email: _____

2. This is also a great time to clean out your social media accounts of questionable material. Employers and post-secondary institutions are looking more and more often at these accounts to find out about “the real you.” Use this as an opportunity to make a good first impression. Check your privacy settings. Clear out posts that involve pictures of alcohol, drugs, partying, etc. Clear out posts that use inappropriate language as well. Be very careful to clear out posts that involve you bashing anyone, especially former bosses/coaches/teachers, etc. It all matters.
3. Which extra-curricular activities have you been involved in at JP2? What was your role? Ex) team captain, president, founder, etc. Write down the duration of your involvement as well. Ex) 3 seasons, 2 years, etc.
4. What other (non-school) activities have you been involved in? Ex) Scouts/Guides, lessons, youth group, sports, etc. What was the duration of your involvement? If you had a leadership role, include that information.

5. What volunteer experience have you had? Ex) coaching, hospital, SPCA, youth group, etc. Provide your duration of involvement too.

6. What job(s) have you had while in high school? List your official title, your length of service, your job responsibilities. If they're not already on your resume as References, now is a great time to get updated contact information for your boss(es). Be sure to get their full name, their job title, phone number, and email.

7. Circle any words/phrases below that might describe you. Add other words if necessary.

Motivated
Reliable
Academic
Sincere
Cheerful
Positive
Enthusiastic
Punctual
Responsible
Dedicated

Risk-taker
Hard working
Caring
Sociable
Outgoing
Creative
Team Player
Takes Initiative
Organized
Determined

Confident
Ambitious
Focused
Trustworthy
Kind
Considerate

9. What are your plans after graduation? What is/are your career goals at this time? If attending school, which program(s)/degree(s) are you considering and where? If you're taking a year (or two) off first, what is your plan to make the best use of that time? Please note that some scholarships require you to attend school in the Fall after graduation, so check for this before you apply.

10. Bursaries may also request financial information, because they are intended to go to students with financial need. Now is an opportune time to ask parents/ask your bank how best to get that information. This could include pay stubs or income tax information.

11. Letters of Reference are required for some scholarships. When asking a teacher/coach/mentor for one, consider the following suggestions:
 - a) Give them at least 2 weeks' notice.
 - b) Let them know the criteria for the scholarship so they can write a more detailed letter.
 - c) If they refuse, don't take it personally but do consider asking for suggestions for improvement. You want to be worthy of a great recommendation letter.
 - d) When they give you their letter, remember to thank them. They took the time to help you out when they could have said no.

Good luck!!