

**BALLENAS SECONDARY SCHOOL**  
**LOCAL SCHOLARSHIP / BURSARY INFORMATION**  
**2015 – 2016**

**SCHOLARSHIP APPLICATION LETTER GUIDELINES**

What should be in your cover letter?

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**Note:** Some categories below may not apply to you. Provide relevant information only.

- Paragraph #1:
  - Introduction
    - Why are you applying? Brief introduction
  - School Information
    - Academic information (do not state courses you have taken; we'll get that from your transcript)
    - Career Preparation / Work Experience Program (e.g., Head Start) – if applicable
    - Music / Theatre / Leadership Program(s) – if applicable
- Paragraph #2:
  - Extracurricular Information – if applicable
    - Related to school (not courses!)
    - Athletics / Clubs
    - Grad Council / Dry Grad activities
- Paragraph #3:
  - Community Service / Involvement – if applicable
    - Volunteer activities
    - Athletics / Clubs
    - ENITY / Dance / Cadets / 4-H Club
- Paragraph #4:
  - Post-Secondary Information
    - Where?
    - What?
    - When?
    - Time-Off?
- Paragraph #5:
  - Any other Information
    - Employment
    - Relevant financial / family information to explain financial need
    - Anything else you think we should know
    - If not a lot of activity, why?

**Hints:**

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