

# Where Do I Begin?

A Comprehensive guide on how to apply for  
Scholarships

## **Grade 12 Scholarship – Getting Started Package**

### **Step 1 – Get organized:**

You will need to have a binder to put all your scholarship and bursary information in, along with application forms and work in process. Try using dividers as an extra organization strategy.

### **Step 2 – Research:**

If you are interested in knowing about a specific school, what scholarships they have available and their requirements for admission and scholarship applications, Google the school and or use some of the information found throughout our Scholarship Website: [MSSscholarshipinfo.weebly.com](http://MSSscholarshipinfo.weebly.com). Make sure to make note of required information and keep it in your binder for further reference (e.g. Scholarship opening dates and application deadlines).

### **Step 3 – Know your dates:**

Get a current year's calendar and make note of application deadlines both for scholarships and entry to post-secondary institutions of your choice.

### **Step 4 – Be proactive:**

Download the "Getting Started Guide" package on our Scholarship Website ([MSSscholarshipinfo.weebly.com](http://MSSscholarshipinfo.weebly.com)). Get in touch with Mrs. Thompson (Scholarship Coordinator) or Ms. Pearce at window #4 – Main Office . Also be sure to check the Scholarship Information Bulletin Board outside of the Counselling Centre on a regular basis, and talk with your counsellor. Follow "mss\_scholars" on Instagram for the most up to date information.

### **Step 5 – Be resourceful:**

Ask your parents/guardians and grandparents to check with their bank, credit union, workplace, union office, church, Legion, Elks, Rotary and other affiliations within the community to see if there are scholarships or bursaries available to the children of employees, members and clients.

### **Step 6 – Ask questions:**

Drop by Room 223 every second Thursday during lunch for scholarship support or book an appointment with Mrs. Thompson at [Alexandra.thompson@mpsd.ca](mailto:Alexandra.thompson@mpsd.ca)

### **Step 7 – Check it out:**

Visit the MSS Scholarship Website to see what scholarships have been available in

previous years. It is a good idea to check out the website to see what information it has for you.

### **Step 8 - Scholar Tree:**

Scholar Tree is a scholarship matching website that is free for students to use. See instructions on the next page.

### **Included in this package are instructions for:**

- Tips on How to Find Scholarships
- Activities page (Summary of Accomplishments)
- Autobiographical essay
- Tips for writing your autobiographical essay and examples
- Reference letter form (Brag Sheet)
- Resume Writing and Samples
- Application Tips

### **CHECKLIST OF ITEMS NEEDED BEFORE APPLYING FOR SCHOLARSHIPS:**

- Autobiography Essay
- Activities or Summary of Accomplishments page
- Two or more reference letters (school, community, employer, church, coach, etc.)
- Resume (only when requested)
- School Transcripts/Report Cards (only when requested)



 <https://scholartree.ca>



#### Personalized Scholarship Matches

We show students scholarships that they have the best chance of winning.



#### Millions of \$ Available

Our database of scholarships is growing every day.



#### Time Savings

Students create a profile and only enter their information once.



#### 100% Free for Students

We care about our students' future. All student services are 100% free!

# Scholarships Made Simple.

ScholarTree is the #1 place to **Find Scholarships** or  
**Start a Scholarship** in Canada! 

ScholarTree saves students weeks of time searching for scholarships that they qualify for. Based on their information we instantly show them all of the scholarships that they're eligible for and then guide them through the application process.

## How it Works

We've completely simplified the scholarship process from start to finish. And the best part, it's 100% free for students!



#### 1. Create Student Profile

Tell us about yourself. Scholarship providers care about much more than your grades.



#### 2. Get Matched to Scholarships

Only see scholarships you're eligible for. No more searching for hopes just to find out you don't qualify!



#### 3. Apply!

Apply to ScholarTree scholarships directly on the site! Avoid inputting the same information over and over again.

✓ Are these scholarships for Canadian students?

Absolutely! ScholarTree is solely designed for students studying within Canada.

✓ How is ScholarTree different than other scholarship websites?

Simply put, the other scholarship websites are marketing companies; we are a scholarship company. While they are focused on obtaining user data, we are busy creating new scholarships and *actually* making them more accessible to students. If you want to learn more about how we differ, please don't hesitate to contact us.

✓ How is this free? What's the catch?

There's absolutely no catch! ScholarTree is 100% free for students. We make money by charging scholarship providers a fee to use our platform to host and manage their scholarships.



<https://scholartree.ca>

There is also an active link from the MSS scholarship website <https://mssscholarshipinfo.weebly.com/> under the research tools tab.

There are scholarships and bursaries for just about every kind of student. Competition for awards is usually with other students; therefore, you should apply for every award you qualify for. Let the judges decide who the winner should be.

## HOW TO APPLY FOR SCHOLARSHIPS AND BURSARIES

### ✓ AWARDS ARE YOUR RESPONSIBILITY:

- Research to find awards for which you qualify. Awards may be offered through your parents' work or your bank or financial institution as well.

### ✓ START EARLY:

- It takes time to prepare a good application: time for teachers and others to write letters of reference; time to prepare transcripts; time to get the principal's signature; time to revise your application.
- Prepare a documentation package. Different awards require different documents so check the specific instructions carefully. Some application procedures may require information about you in an essay or letter, while others may have detailed forms. Either way, having the information prepared can save time and energy.

### ✓ CONTENT:

- Be Comprehensive: Include everything that represents a commitment of time (volunteer work, work experience, honour roll, clubs, hobbies).
- Be Specific: Provide details. Avoid general statements such as, "I like to work with people." Instead tell who you've worked with, on what project, with what results, current as well as past activities.
- Sell Yourself: Explain specifically what you have done or enjoyed about your academic experiences. Go into detail about some aspect of courses or projects you have worked on.
- Proof Read and Revise: Have your work read by people who care about you and who know how to write well.

### ✓ KEEP YOUR ORIGINALS:

- Submit photocopies of the above documents with your application as required. You are responsible for your own photocopying.

### ✓ PLAN AHEAD:

- Request application forms as early as possible.
- Ask for letters of reference, early.

Give your referees plenty of time to write a good letter on your behalf.

### ✓ WHEN IN DOUBT, APPLY:

- Don't hold back. Let the judges decide if you are qualified for an award.

✓ **FILL OUT THE APPLICATION FORM:**

- Most organizations provide a detailed application form.

✓ **DO IT RIGHT:**

- Make a photocopy of each form to use as a working copy.
- Use black ink on your final copy. Blue and red do not photocopy well.
- Do not use white-out or any correction fluids anywhere in your application. Erase your errors carefully and completely if you make a mistake. Never cross out or write over an entry.
- Give full answers to every question in the form. Mark response boxes with an X; no check marks, no words. Never write in the margins or outside the answer boxes. Attach a separate letter to clarify or add to the information requested.
- Be sure you *(and your parents if necessary)* date and sign all forms.
- Send your application by registered mail and keep your dated receipt from Canada Post. You may be asked to prove your mailing date.

✓ **FOLLOW UP:**

- Whenever you apply for an award, ask about other possible scholarship or bursary sources.

✓ **WHEN YOU RECEIVE AN AWARD:**

Send a thank you letter to the DONOR!!!!!!

**DEFINITIONS**

**Scholarship:** Primarily based on academic achievement; demonstration of community mindedness in and outside of school may be expected.

**Bursary:** Primarily based on financial need; demonstration of community mindedness in and outside of school may be expected.

**Government Student Loans:** These are distributed by the federal and provincial governments and are LOANS which must be paid back with interest; the main qualification is financial need; applications are usually sent to secondary schools in May. When applying for a loan, you will also be considered for a Government Grant which does not have to be paid back.

**Private Student Loans:** Many financial institutions provide special loans for post secondary education; see specific organizations for more information.

# How to Find Scholarships

## Websites:

[www.studentawards.com](http://www.studentawards.com)

[www.scholarshipscanada.com](http://www.scholarshipscanada.com)

[www.bcscholarships.ca](http://www.bcscholarships.ca)

[www.studentscholarships.org](http://www.studentscholarships.org)

[www.mssscharshipinfo.weebly.com](http://www.mssscharshipinfo.weebly.com)

## Places to Look for other Scholarships and Bursaries

University, College and Trades & Technolgy School Entrance Scholarships

Banks and Credit unions

Employers or your Parent's Employers

Are you or your parent's a member of a union?

Service Clubs or Community Organizations

Do you have a family member who is or was a veteran?

Churches – many denominations offer bursaries to their youth parishioners

Essay Contests – these are not based on marks, just your willingness to write an essay. This can be very profitable as few people want or are willing to write essays.

Cultural Organizations e.g. Croatian, Ukrainian, Francophone etc.

Trades Organizations



## Activities Page

- Your activities page should be one page single spaced 12 point font (Arial or Times New Roman)
- Legible name and date at the bottom (footer) of the page
- LIST ALL: certifications, awards, volunteer hours, work experience (school based), community involvement etc.
- Include time and duration of participation in each (if you are not sure, try to guess approximate amount of time spent)

## Summary of Accomplishments

<b>Accomplishments:</b>	<b>Grades:</b>	<b>Hours:</b>
<b><u>Leadership Opportunities:</u></b>		
Co-founder and Member of MSS Environmental Team	12	20
Run Alpha Club at MSS	12	20
<b><u>Honours and Awards:</u></b>		
Honour Roll	7-12	
Principal's List	7-12	
G.W. Cooke Award - Science	7	
<b><u>Participation and Memberships:</u></b>		
Northview Church High School Youth Group Member	10-12	200
Parkside Church Youth Group Member	10-11	100
Cedar Valley Church Youth Group Member	10-12	140
MSS Baja Peninsula Biology Research Trip	11	170
<b><u>Involvement and Volunteer Activities:</u></b>		
Camp Luther – Junior Leader	9-11	1100
Northview Church (Mission) – Middle School Youth Leader	10-12	200
High Schools Have Heart – Community Dinner	10-12	9
St. Joseph's Food Bank – Sorting Food	12	10
Abbotsford Food Bank – Sorting Food	10-12	20
MCC Warehouse Volunteer	10-12	20
HPMS and MSS Leadership Class	7-12	200
Northview Church (Mission) – Sunday School Teacher	11-12	25
<b><u>Sports:</u></b>		
HPMS Basketball Team	7-9	150
<b><u>Arts:</u></b>		
MSS Theatre Production – Semester I	12	40
<b><u>Cultural Events:</u></b>		
BC Winter Games – Kitchen Volunteer	9	5
<b><u>Employment:</u></b>		
Camp Luther – Kitchen Staff	9-12	400

### Summary Of Accomplishments

#### Honours and Awards

	<u>Grade</u>	<u>Hours</u>
Honour Roll	5 to 12	
Effort Roll	5 to 12	
George Willoughby Cooke Award for Science	7	
Top Student In Theatre Production	7 to 12	
Top Student in Accounting	11 to 12	
Top Student in Social Studies	9 to 12	

#### Leadership Opportunities

Leadership Hatzic Middle School	9	240
Me-to- We Involvement	6 to 9	300
Leadership role in theatre environment	9 to 12	1600

#### Sports

Baseball through Mission Minor Baseball Association	k to 12	2300
Umpire for BCBUA	7 to 12	250
Tennis	11 to ongoing	150

#### Arts

Theatre Production with MSS	7 to 12	1800
Classical Dance Training through FVAD	5 to 7	500
Drama Fest MSS	11	85

#### Work Experience

Domino's Pizza	May 2018 to Dec	1000
Rex Cox Menswear	Oct 2018 to ongoing	250
Tutor	9 to 12	200

## Activities and Accomplishments

Activity	Where	Position	Duties	Date
Missions trip to an orphanage run by Foundation for His Ministry	Vicente Guerrero, Baja California, México	Volunteer	For two weeks: prepared meals, helped with construction, weeded, daycare, cleaned the kitchen and dining hall, did a deep clean in few of the staff's trailers, painted	August 2016 and 2017
The Foursquare Kids Camp at the Stillwood Camp and Conference Center	Lindell Beach, BC	Part of the LTP (Leadership Training Program)	Every day for a week: cleaned the dining hall after every meal, helped care for a cabin of kids, helped prepare for events and games	August 2017
Chartwell Cedarbrooke Retirement Residence events	Mission, BC	Volunteer waitress	Birthday dances: served cake, cleaned up, set up for next day The Mother's Day Buffet: served food, cleared dishes and tables	May 2018
VBS (Vacation Bible School) at St. Paul's Presbyterian Church	Mission, BC	Volunteer	Every day for a week: watched over a group of young kids (ages 4-10), led them from station to station	July 2018
Babysitting	Mission, BC	Babysitter	Part-time job: care for 4 kids (ages 3, 6, 7, 9), deal with behavioral issues, keep them entertained, cook meals, tidy up, put them to bed	2015-present
Embers BBQ House	Mission, BC	Waitress	Part-time job: open restaurant, set up patio, take orders (in-house, take-out, catering), answer the phone, serve food and drinks, clean, assist the cooks, close the front and patio	July 2018-present

Accomplishment	Description	Date
George Willoughby Cooke Award	In recognition for scholastic achievement, good friendship, and kindness in grade 7 science.	June 2014
Principal's List	Maintained an "A" average (4.0 Scholar)	September 2016-Present

## Summary of Accomplishments

### **School-Based Volunteer:**

- **Yearbook :** I joined yearbook to connect with my peers and to support the development of the book that holds the memories and the legacy of our graduating class. My role on the yearbook committee includes photographing and writing articles on student trips, clubs and academics. I also input ideas on the colour scheme and fonts of the book as well as provide advice on major projects like the cover. I have connected with many students through yearbook and have come to appreciate the diversity of our school and how each unique perspective of a student adds value to our school's legacy.
- **Global Education:** Through a school organized class called Global Education, we travelled to Fiji to improve the educational resources of children attending a local school. We built an entire classroom and added a set of computers to support their learning through the use of technology. I was responsible for leading the mixing and placement of the cement for the structure. The room was made to last and withstand all weather conditions which included sturdy walls and a concrete base. We were able to give approximately 50-70 children the educational resources necessary to improve their overall education and ultimately give them an opportunity for a new life.
- **Teaching Assistant for a Kindergarten Class:** Volunteering at a local elementary school has allowed me to gain practical work experience in a teaching environment. I am a teaching assistant for kindergarten and Grade 1 students who need help with alphabet recognition and sight words. I help my students by giving them achievable tasks that are tailored to their learning style. I also try to create an inclusive learning environment, where students know it is acceptable to fail and try again. I have learned about education-related topics such as "growth mindset" from experienced educators and have been able to put these topics into practice in the classroom.
- **Server for the Tea before prom night:** Throughout the year, I worked alongside my Cafeteria instructor in many of the Cafeteria Training classes. When she brought up the opportunity for Graduation Tea, I knew I wanted to help. I supported her through being a server during the annual parent and student Graduation Tea. I was required to set up trays with fruit and bite-sized snacks in an aesthetically pleasing arrangement. As the graduating class came in from taking photos, I served the deserts to the students and their guests. It was a great experience to be able to give back to the students who had been a mentor to me throughout high school.

### **Community-Based Volunteer experience**

- **Cookin' Kids Program Assistant Leader:** I have volunteered with the District of Missions Cookin' Kids program since the spring of 2016. I aim to improve the cooking skills of the children I teach while using cooking as a tool to develop other critical life skills such as teamwork and communication. The program requires me to take charge and have a thought out and organized plan on how the class should progress. I focus on keeping the recipe on track, while still maintaining a safe and fun environment for learning and development. I have seen the children increase their confidence and share their recipes with their peers at school.
- **Adopt-a-Block Cleanup:** I volunteered with a local youth group to participate in an Adopt a Block Cleanup in my local area. I noticed a lot of litter in my community and was inspired to be part of a team to create a sustainable change in our neighbourhood. As a group, we were assigned to groups of 3-4 people to go to different blocks around town to clean up garbage in that area. Cleanup was a rewarding experience because I saw the immediate difference in the cleanliness of our community and how this difference encouraged others in our neighbourhood to be responsible with their trash.
- **MCC Meal Preparation:** With a local youth group we worked together to prepare soup mixes for people in Africa who were affected by widespread famine. We were in charge of the vegetables that were to be turned into soup mixes. These mixes were aimed to be an easy set up once they reached their destination because they just need to have water added to be a nutritious meal. Throughout the night we cleaned and cut up donated vegetables, such as peppers, carrots and potatoes, from stores in the area.
- **Tutoring in various academic courses:** From Grades 10 to 12, I tutored a fellow student in her academic classes including English and Math. I supported her in making study plans, going over material from the day, or completing upcoming assignments. Tutoring was a great learning experience for me as it was an opportunity to tutor individually, which is much different than a classroom environment. I was able to improve my communication skills, while also improving my own understanding of the learning material for my own exams.

### **Paid Work Experience:**

- **Dishwasher at The Blackberry Kitchen:** I was responsible for doing the restaurant's dishes as well as preparing the necessary ingredients for service. Prep work included their brunch menus as well as lunch and dinner menus to maintain a well-stocked kitchen at all times. To make sure the necessary tasks were complete, I had to come up with a personal system of organization. My job required time management skills to ensure that tasks were completed on time and supplies for the kitchen was fully stocked. I also communicated with the front of house staff and chefs to maintain the proper stock of ingredients and dishes in their area.

- **Booster Juice employee:** I am responsible for preparing food and beverages for customers while ensuring they have a positive customer experience at our location. To create a friendly environment for the customers there is a cleaning schedule to maintain the necessary sanitary standards. When interacting with the staff and customers, I maintain a positive attitude to improve both customer and team morale. I have built strong communication and teamwork skills by delegating roles and responsibilities to other staff as well as being receptive to feedback from other employees in order to improve.

#### **Achievements and Awards**

- **English 10 Award:** Throughout the school year, I exceeded expectations in my classwork through spending extra time with the teacher and thoroughly studying for tests and final exams, resulting in the top mark in my class for the 2016-2017 school year. Although the award was a great achievement, I am most proud that I connected with students in the same class to also support their learning. I created a study group to go over materials collectively and we all saw an improvement in our marks through this initiative.
- **Leadership 9 Award:** During the 2015-2016 school year, I showed great improvement in my leadership skills through my involvement in many school activities. I helped run the Halloween dance as well as other events such as spirit week or the grade six tours of the school. Through a vote of my classmates and teacher, I was awarded the leadership award. After this class, I was empowered to take on more leadership positions in my high school years such as Global Education and the cooking class that I teach.
- **Honour and Effort Roll Grade 10 and 11:** During my grade 10 and 11 years, I devoted an extensive effort into my schooling in order to support my goal of becoming a teacher. In classes I had troubles with I made sure I spent extra time with teachers or studied with peers to have a better grasp of the material. During this time I also figured out the best way for me to study, so that I was able to maximize my time and learn everything needed. Because of my focus and achievement in school, I was able to reach the effort roll and honour roll standing in all terms of my Grade 10 and 11 years.
- **In my first semester of Grade 12,** I achieved the Honnor Roll, Effort Roll, Principal's list, and a 4.0 grade point average.



## Autobiographical Essay

Most scholarship applications ask for an autobiographical essay or for some personal information.

In order to assist you in this process you are asked to write a 500 word essay about yourself.

Many students in the past have found this particular assignment a difficult task. Below are a few ideas of what you can include in your essay.

- Strengths: things that you are good at doing, sports, problem solving etc.
- Experiences: work volunteer, adventures etc.
- Goals: what are your plans for the future
- Skills: FoodSafe, woodworking, music, specific computer programs etc.
- Interests: things that you like to do
- Hobbies: scrap booking, painting etc.
- Events that you have participated in
- Issues that you may have overcome
- Virtually anything that you would like to say about yourself

Sometimes it can be a challenge to write an autobiographical essay where you are expected to discuss your strong points. With a few simple changes and rephrasing of information you can make everyday activities into marketable skills.

Everyday Activity	Marketable Skills
If you.....	Then say.....
Enjoy playing fast paced, exciting games like laser tag or video games	I am observant and react quickly. I work well under pressure
Believe in committing your enthusiasm and energy to everything you do	I have a positive attitude and am eager to take on new experiences
Believe that practice makes perfect, for everything from sports to school exams	I am persistent, determined, motivated and goal oriented
Like to completely finish what you start, whether playing a game or completing a school assignment	I focus well on my tasks and get a lot of satisfaction out of completing them well
Enjoy sharing your personal experiences and ideas with others	I communicate well and am able to interact well with others
Usually take the lead with your friends or have acted as a team captain or a group leader	I have demonstrated leadership ability
Know what you want and aren't afraid to speak up for yourself	I am determined, direct and assertive
Enjoy participating in group activities like team sports or school clubs	I am a team player and work well co-operating with others
Get good grades and participate in school activities	I manage my time well and can concentrate on multiple projects at one
Like to come up with your own ideas and follow-through to the completion of the job without a lot of supervision	I am self-directed and able to take initiative
Borrow things, whether your parent's car, or a friend's I-pod, you always return them on time and in good condition	I am responsible and considerate
You are a good listener and help your friends work through their problems and make important decisions	I can understand many different points of view and have excellent problem-solving skills
Always hand you assignments in on time an never keep people waiting	I have good time management skills and am punctual
Have babysitting experience and have been given a lot of responsibility at home	I am trustworthy and appreciate the importance of responsibility
Like to make personal statement with your fashion and style	I am innovative, dynamic and confident
Are confident speaking with your group of friends and out in front of a large crowd	I am self-assured and have excellent presentation ability. I enjoy speaking in public

Love books and read everything you can get your hands on	I love reading and learning new things
Feel strongly about the look and feel of your personal space, like your room, and work hard to ensure that its design reflects your personality	I have a flair for design. I am original and take initiative in the things I do
Have ever participated in volunteer work	I believe it is important to contribute to the community as well as develop my own skills
Are athletic and focus a lot of time and effort on sports and training	I am very task-oriented and focused
Enjoy camping and wilderness activities	I am adaptable and self-sufficient
Keep your personal possessions tidy and organized with systems that you designed	I am orderly and methodical. I have strong organizational skills.

## **My Biographical Sketch**

There is a diverse assortment of cookie types: chocolate chip, shortbread, oatmeal, and countless more. In each of these, there is a variety of ingredients used. Some of which are more common, while others are only added to a select few. On their own, the ingredients may be delicious or revolting, but once combined they can be baked into the delicious form of a cookie. Even then, each batch is never exactly like the one before. Likewise, there are many different aspects of a person that shapes who they are and that sets them apart from others.

Along with all the people of the world, there are many "ingredients" that make me who I am. For starters, I am intelligent. To me, this does not simply mean to be smart but to be able to think critically and creatively. This means to not settle for the simple answer, to constantly analyze, and to think abstractly. Along with intelligence, respectfulness and responsibility have been key components of my life since a young age. I have had to learn to care for others and care for myself. For a while, I was the eldest one home in the mornings of school days, so it was up to me to ensure my siblings made it to school on time with breakfast and lunch while getting my own self up and out the door. Now, I live on my own approximately half of the time. I am only able to do so because I am responsible, reliable, and diligent enough to feed myself and keep the house clean while exceling in school. Being well-organized also helps with time management and keeping the house clean. Among other traits, I define myself as compassionate and considerate. I am constantly aware of the impact my behaviors and decisions have on others. It pains me to see those around me struggling when they shouldn't be. Every time I am aware of peoples' pain, I feel the need to reach out, offer them a hand, and take on the pain for them. Overall, I am a humble individual who has gained the confidence to be proud of who I am.

A big part of who I am is reflected in my future plans. Up until a year ago, I was sure I was going to be a marine biologist, but then I entered Mrs. Anderson's psychology 11 class. The options for future careers grew that much broader. After having to do a research project on a career of my choice, I decided I wanted to be a speech pathologist. As I was doing my research, I realized with this career path not only will I still see those who are struggling, but I will then have the education to help them. I will be able to take that person's pain and shape it into confidence and strength. To get the right education, I will first be getting my bachelors of arts in psychology at the University of Victoria. After those four years, I will have to transfer to another university to get my masters in speech-language pathology. Hopefully, before I graduate with my masters, I will have been able to take advantage of co-op programs and other resources to gain experience in the field of speech pathology. As a speech pathologist, I would be treating speech, language, voice, fluency, swallowing, and feeding problems. My hope is to focus on working with children in schools, hospitals, or my own private practice. For now, I am excited to see where life at university takes me!

Thank you for taking the time to consider my application for this scholarship.

## Autobiographical Essay

In sixth grade I aided a kindergarten teacher running craft groups, putting up artwork, or helping the kids get ready for the end of the school day. Although my involvement started early, I am part of a work experience class where I will aid students with sight words and letter recognition. It is my dream to inspire children to be the best they can because if encouraged at a young age, they can do anything they set their mind to. To do achieve this I aim to become a Child Psychologist or an Elementary School Teacher.

In Grade 10, I joined a school program called Global Education, which aims to educate students on the standards of living in other countries. Through this program, my class and I had the opportunity to go to Fiji and build a classroom for underprivileged children. Together, we placed the foundation for a sidewalk made from hand-mixed cement. We also aided them by putting up the wall structure and roofing with the limited resources available. After working each day, we would play soccer and other sports with the kids after their classes were out. Building this classroom and providing computers to the school allowed over 50 children the opportunity to access education. From this opportunity, I began to see myself as a leader and realized I can make a difference in people's lives.

Once I returned home I began to focus more on a community cooking class, called Cookin' Kids. I began to develop skills in how to engage students and understand the way they learn to better improve my own ways of teaching. I support and guide the children in taking on responsibility and working collectively through the various recipes. I focus on keeping the recipe on track through thought out pre-class planning, which allows for a smooth and understandable lesson for the kids. For better work flow in the classroom, I keep the recipe as the focus, while still maintaining a safe and fun environment for the children to develop and learn. I find it rewarding when kids in my class tell me they are using my recipes in their personal lives and they are finding passion in cooking. Cookin' kids has greatly supported my own development, while simultaneously helping local youth in my community to build fundamental skills such as leadership, teamwork and communication.

My goal for my Post Secondary Education is to build up my skills as an influencer in children's lives. Starting with a Bachelor of Arts in psychology and later specializing in child development. After my Bachelor's degree, I would later go on into my PDP year and become an Elementary School teacher or continue with psychology. If I were to continue with psychology my goal would change to become a Child Psychologist. After my Bachelor's degree that would require getting my masters, a Ph.D. and additional research and internships.

I pride myself on the empathy I show to others. Being someone that people can turn to for advice, help in academic situations or simply to talk to is important to me. I wish to be able to take this into my future career. To show that with hard work, perseverance and care in what you are doing paired with a belief you can make it allows anything to be possible. Having the ability to do anything was something I was taught at a young age and has helped me tremendously. If I can influence kids to do the same and be their positive role model I know will be in the right career.

### Biographical Sketch:

Unlike most other children, I never really had a dream job that I knew I needed to have. While some knew they would be a doctor, or a firefighter, or an astronaut, I was unsure of what I aspired to be. Though as I grew, I began to take more of a liking towards science. I loved learning about the vastness of space and the strange, miniscule atom, always asking more questions about how things worked. After analyzing my skills and interests, I knew that a career in the sciences was for me.

*Since even my time in elementary school, my parents have pushed me to do the absolute best I can in everything that I do, especially academics. As a result, I have kept a 4.0 final GPA throughout high school and am taking both AP English and AP Calculus this year. Due to my hard work in school, I have been granted many awards, the most notable of which being the G.W. Cooke Award for science in grade 7, Academic Honour Roll so far from grades 7-11, and being on the Principal's List from grades 7-11.*

I do focus much of my time and effort into my schoolwork; however, I do not forgo being actively involved in Mission's community. Doubtlessly, most of my volunteer hours have been spent working with youth. After leading at Camp Luther for the first time in the summer of 2016, I have been passionate about being a role model for students. Being a junior leader at this summer camp has been an amazing opportunity, having been a cabin leader for close to one hundred total campers and impacting many more. *Last summer I took on even more responsibility. Being one of the most experienced volunteers, I was an influence for not only campers but other juniors as well. Since October of 2016, I have also been a volunteer leader at Northview Middle School Youth. Being a leader at Northview for three years has given me the opportunity to build strong relationships with youth in Mission. I have even had the opportunity to see two former students grow into leaders themselves, who I now volunteer beside. These positions have taught me many skills involved in leadership, illustrating how serving others in a small way can have a massive impact on a community.*

During high school, I have had to persevere in my studies while facing adversity. In the year 2014, my father was diagnosed with Hodgkin's Lymphoma, a type of cancer. Often, I had to stay home and watch my siblings while my parents were in Vancouver for his treatment, requiring me to take on a large responsibility while very young. Thankfully, my father is currently healthy and three years in remission. My family's financial situation is the largest hindrance for me to attend university, largely because of the health challenges we have recently faced.

My educational goal over the coming four years is to earn a degree in physics at Trinity Western University. Though it will be a difficult endeavor, I believe that overcoming adversity and being involved throughout high school proves my ability to handle such a challenge. Currently, I plan to work in the field of physics, likely in technological research either for the government or a private company. I may also seek to further my education to gain a higher-level degree, opening the option of working at a university. I intend to continue volunteering and being active in my community while at university, whether it be at Northview or in another capacity. I am also going to seek a volunteer or work position in the field of science while at university, both because this would be beneficial to my employability in the future and because it is a great way to continue serving others. Receiving financial aid would greatly reduce the challenge that I face in paying for post-secondary education while also increasing my ability to volunteer while taking courses.

## Biographical Sketch:

I've lived in Mission for most of my life, and in all that time I never really experienced the community of Mission. I went to school and had friends like anyone else. I was involved in extracurricular activities that allowed me to see different aspects of the city as well, but it wasn't until I started working did I start to see all of the characters and types of people that exist in the world. In my first job of delivering pizzas around the streets of Mission, I met everyone, because everyone likes pizza. This different view of people cleared a lot of the stereotypes and biases I had established throughout my life, and broke down a lot of the barriers I've been used to putting between myself and others. When I began working at Rex Cox Menswear, my eyes were opened even further to the business world, and how somebody can operate a successful business while still maintaining an amazing relationship with their employees and other people. This manager employee relationship that I have now directly contrasts the environment I experienced in my first job delivering pizzas. This relationship serves as more of a motivator to excel than any other I've experienced.

I've always been a perfectionist. Since I was young I've always thrived for competition, and being better than other people in whatever I do. I always had to be the best. I think this comes both from my desire to succeed in life, and everything I do, but also from my fear of criticism. My harshest critic isn't my parents, or teachers, or even my peers, it's myself. Having myself as a motivator for my goals has pushed me to new limits in everything that I choose to do, allowing me to excel academically, with extra-curriculars, as well as establish a name and reputation for myself that I can be proud of. I'm confident in who I am for numerous reasons, but I owe a lot of my confidence and character to my involvement in theatre production.

Theatre production has been my life. The theatre community in Mission is by no means a large one, but it's an amazing one. I've been a part of the theatre program offered by MSS since I entered the school in grade seven, and have been an avid member since. I originally joined the program just because, but I soon developed an incredible passion for the art. By my second year in theatre I was already performing leads in Shakespearean productions. I am currently in the rehearsal process of my tenth and final show, and will also be performing my eighth lead role. Not only has theatre allowed me to develop skills as an actor, but it has also developed me as a person. I have no problems talking in front of other people, or striking up a conversation with anyone I meet. Theatre has given me confidence and a voice. It has defined a lot of who I am, and if given the chance to go back and do my life over again, theatre isn't a decision I would give up for the entire world.

I've also pushed myself to exceed academically, not just in the arts and work environment. Having always been proud to call myself a "nerd" I knew I would succeed academically, and have great post-secondary goals, but for most of my life I didn't know what to do. A few years ago I decided to pursue financial accounting, and have since been accepted into BCIT's full time accounting program for the 2019 - 2020 year. Accounting appeals to me not just because it's a practical decision and I have a natural ability with numbers that allows me to

succeed, but also because I'll be given the opportunity to see numerous aspects of the world and its people. While I love acting more than I love myself, I've chosen not to pursue a professional career in it because it isn't practical, and if I end up starving between auditions and role opportunities, I might grow to regret that decision. I still plan on pursuing community acting opportunities in the future, however. I've got a life of rigour ahead of me, but I have no doubts that I'll succeed in whichever path I decide to go down. I've always been a perfectionist, and I always will be.



# Example

## Biographical Sketch: Student Name

My desire to become a doctor has been a lifelong affair. I remember the day that I had my very first big trip to the hospital after taking a particularly bad fall off my bicycle. I was three years old, too young to truly understand why I was there, or what any of the strange adults around me were saying. I was scared, alone and in pain, until a young man entered the room. He was kind and friendly, and even at such a young age I was impressed by how well he seemed to handle every aspect of the situation. This man was a physician and fourteen years later, I am still inspired by his memory.

In my family, academics have always been a point of both importance and celebration, and with such a challenging career goal in front of me, a high GPA has always been the forerunner of my priorities. I have been very lucky in my efforts, maintaining my position on both the honour and effort role for the extent of my high school career, as well as receiving awards such as the Grade 9 Humanities Award, Principal's List for Grade 11, and the award for Exceptional Academic Achievement. I have always considered myself a hard working and ambitious person, and these generous recognitions have only fuelled my drive for excellence.

For me, success has always also included making a positive name for myself in both my school and community. At Heritage Park Secondary, I have been an avid member of our Athletic Leadership program since grade 8. Most recently, I have taken great pride in being on the committee for Dry Grad in my grade 12 year, promoting a sober and safe alternative to celebrate our class prom. For the past two years I have had the profound opportunity to be involved in We Day, a civil rights seminar by Free the Children, first as a participant in 2009 and later as a volunteer in 2010. My involvement in these activities has enriched me as a person, and has helped me earn the Service & Citizenship Award for both grade 9 and 10. My love for medicine has also spread into my community activities, prompting me to become a Candy Stripper at our local Mission Memorial Hospital, giving me the opportunity to gain valuable first hand insight into working at a hospital. Being involved in this amazing program has been a blessing, reaffirming that a career in medicine is where I am meant to be.

Throughout my life, athletics has always been my passion. I have been involved in the Heritage Park Girls Basketball Program since grade 8, and every day I count myself extremely fortunate to have such a positive force in my life. This program stresses the importance of character in every aspect of your life and I can truly say that it has made me into the honourable person I am today. Over my five years with program I have learned the true meaning of hard work, what it means to push yourself to overcome adversity, to give a situation everything you have even when you're tired and that not taking the easy way out really does pay off in the end. This commitment, positive attitude and strong work ethic will carry me through my life, and gives me the confidence to look to the future with self assurance and high expectations.

My education goal for next year is to enter the pre-med program at Carleton University in Ottawa. I realize this program is destined to be extensive, but through all that I have learned, I plan to face to this challenge with determination. I hope to one day become a promising paediatrician, to be given the opportunity to truly help children around the world through organizations such as Doctors Without Borders. As you can imagine, the cost of moving across the country to pursue my dream comes at a high cost, and with two older siblings already enrolled in university, I hope to do this with as little burden to my parents as possible. For this, any financial assistance would be enormously appreciated, and I can assure you, it would be put to good use. Thank you in advance for considering my application.

## Biographical Sketch: Student Name

The hum of like-minded voices resonating throughout the conference's auditorium sparks the realization that I am not alone in my passion for the field of engineering. At my recent visit to the University of Victoria's Engineering department and to the Dynamic Structures workshop in Coquitlam, I got to see engineering students learning and real engineers designing and I have made it my ultimate goal to become one of them. To create great things and help to mold today's society is truly the best way to shape my legacy and leave my impression on the world. There have been many events leading up to this epiphany which have made me make this decision.

I was offered the opportunity to participate in the Encounters with Canada program based on my high grade percentage, involvement with the school, and interest field of science. The program included a trip to Ottawa that bolstered my intrigue in the field and inspired introspection that helped solidify my decision to pursue an education in engineering. The technology conferences I attended were of particular interest as they were composed of several speakers who possessed educational and career backgrounds in similar fields that I am interested in. Perhaps most enlightening about the Encounter was the fact that there exists a large community of likeminded students that share the same interests as myself. The energy and positive attitudes present throughout the Encounter sparked several intrinsic realizations regarding my deep-seated interest in the field of engineering, most notably the understanding that happiness within an activity is a key element of personal and group fulfillment.

In my participation in rugby almost every day throughout the initial four years of high school, I developed a strong sense of camaraderie with the members of my team. Yet upon suffering my fourth concussion, it was determined by others and I that it was in my best interest to retire from the game in order to preserve my well-being. Initially, the thought of losing this profound sense of brotherhood was unnerving to say the least; however, my participation in the Encounters with Canada Program provided me with the realization that strong bonds are not exclusive to the realm of sports. The friendships and connections I made with other attendees were reflective of those I had made through rugby, and the conviction I have in pursuing a degree in engineering is strengthened by this as I am confident that I will create friendships that I may not have made otherwise while striving towards creating greatness together as a team.

My passion for surrounding myself with others who are in pursuit of a common goal is also reflected in my volunteer experience as a 5 year veteran of my school's leadership program. With over 250 hours of volunteer work for both of the plays I participated in, including the orchestration of set construction and set up, I developed a strong connection with those under my leadership. I have helped with many school shows, presentations, and events, not to mention countless community events such as the Christmas banquet and Illuminaria festival. Leadership has also offered my unique opportunities such as attending We Day. My ability to work within and lead groups to accomplish common tasks and overcome arduous obstacles is an asset that I envision to be invaluable during my time as an engineering student. Furthermore, I have participated in a variety of stage crews that have produced successful performances ranging from high school dance performances and presentations, to celebrity rock concerts. The desire I have to pursue an education in engineering is reinforced by my experience as a dynamic leader capable of exceeding in the most diverse of challenges.

Thank you very much for taking the time to consider my application.

# Example

## Autobiographical Essay

Throughout school, I was never sure what I would do with my life, or what I would study once I graduated. I always believed that time would help me decide what I should do. I also believed that my interests would guide my choice of education. In my opinion, education without interest is futile, solely because without interest one can never excel in any field. On the other hand, only interest cannot suffice as aptitude is necessary to be able to do well in a field. However, I do feel that if you have the interest, you are bound to work hard enough to make yourself better at anything you do. Talent can definitely be developed and honed to a point where it is at its best.

Fortunately, I have always been an above average student, and am the kind who can get good at something if I really want it (perhaps that is where my belief in interest and excellence stems from). This is why, finally making a decision about what I wanted to do in college was difficult. I have however, always had a great affinity towards art and sketching, and have found myself to be good at it. I then spoke to my teachers, who have always given me appropriate guidance, and began contemplating careers in art. They suggested that I speak to various professionals in the field. After doing so, I finally realized that interior design would be the perfect career choice for me.

Ever since I decided that this is the field I wish to be a part of, I have made an attempt to pay closer attention to design detail in various spaces such as homes and commercial areas. I understand that interior design is not just a field where a professional is required to choose the color of a wall and the type of a lampshade that needs to be kept in a room. Interior design tends to go much beyond its supposed perception, and can impact a person's life in more ways than one. The way a room is designed and decorated changes the way a person feels. You would understand if you moved from a room that is messy to a room that is well-organized, how you seem to find clarity of thought. Similarly, simply by adding a dash of color, or changing the position of a table, your room can be given a whole new life, without altering its basic identity. My sole focus as an interior designer would be to design a space in a manner that brings out the best in the person residing in that room, be it a home or a commercial space. I have also noticed that the need for green and eco-friendly design is vastly increasing. I intend to focus my design abilities in this direction so that I can help everyone do their bit for the environment, by doing my bit. Yes, I understand speaking about it is much easier than implementing it, but I do have full faith in my abilities as an interior designer.

Should I attain the scholarship you are providing, I will be able to complete my education uninterrupted, and will be able to focus better on my ultimate career goal. I will not have to take a semester off to save enough money for tuition and then come back to continue it. Further, a little additional funding and a lesser educational debt by attaining a scholarship is always beneficial. It reduces the stress that a graduate has to undergo in order to repay educational loans, when the real focus should lie on developing a strong foothold in the industry and moving ahead towards the real goal.

I hope you will consider me for the scholarship you are offering for this course. As of now, all I can give you is my word that I will make every penny of the scholarship provided to me well worth its value.

## Reference letters

- Ask early, at least two weeks before you need it
- Choose one referee from each area: school (counsellor, teacher, administrator), job or volunteer placement, community organization you belong to or a family friend
- Reference letter should always include length and nature of your relationship, your qualifications for the award and what special attributes make you an outstanding candidate
- Give the referee a copy of your background information sheet
- You should have a minimum two reference letters, from two different sources
- Make copies; you don't want to run out or come up short for a last minute application
- Remember to check the scholarship application for specific referee guidelines
- Provide a referee's report form if your scholarship has one
- Please be sure to write a prompt, short thank you note to each of your referees

Mission Senior Secondary

Background Information for Letters of Recommendation

*Keep this original and give a photocopy to each of your referees*

Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Completed letter of reference required before: \_\_\_\_\_

Award I am applying for: \_\_\_\_\_

Base the following information on your Grade 11 & 12 years:

1. School attended in Grade 11: \_\_\_\_\_ Grade 12: \_\_\_\_\_

2. Academic achievements and awards:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. School activities (clubs and groups): List positions held and major responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Volunteer activities and service (include work experience placements):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Sports activities (school and community) achievements and awards:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Visual and performing arts involvement:

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7. List any skills, training, and certificates you have beyond your high school program (music, swimming, CPR, FoodSafe etc.):

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8. Seminars, conference and workshops attended:

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9. List home responsibilities:

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10. List part-time jobs or summer jobs you have had:

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11. What are your post-secondary goals:

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12. List other information you feel would be helpful in writing a letter of recommendation for you (personal qualities, special abilities, unusual circumstances, financial need):

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## RESUME WRITING

Your resume does not get you the job, it gets you the interview. You have to prove to the employer that you deserve an interview, through your resume.

There is no single right way to do a resume. You choose how you want to format it BUT here are some tips:

All resumes should be --

- printed in black ink on pale paper (white or off-white);
- word-processed in a style that is easy to read and laser printed, if possible;
- two pages or less; usually going beyond two pages is a sign of too much information or a bad layout style;
- identified with your name as the largest item and your contact information (address, phone number, email address) at the top;
- free from information about you that could be used for illegal discrimination, such as age, gender, race, social insurance number, religion, height, or weight;
- designed to highlight your strongest points;
- full of positive, true, relevant information;
- not too heavy on the layout features such as bold, underline, and italics;
- written in the third person (do not use "I");
- written using bullets and point form rather than paragraphs;
- written in the correct tense (use the dates of your activities as a guide);
- worded using strong action verbs, for example, "maintained a clean working environment" rather than "cleaned up";
- consistent! If you use an abbreviation, spacing or layout feature, use it consistently throughout the whole resume;
- free from all typos and spelling mistakes;
- free from wrinkles and stains;
- changed to target the job for which you are applying;
- delivered in person, when possible, and / or presented with a cover letter.

## RESUME COMPONENTS

- Contact information:**
- name, address, telephone number (& email, fax)
  - display neatly at the top of the page
- Career Objective (goal):**
- identify one career goal or objective which relates to the job for which you are applying
- Skills & Abilities:**
- list all skills and personality traits related to career objective
- Education:**
- grade currently attend or highest level completed
  - include: name of school  
city & province  
date of completion  
significant educational accomplishments
- Work Experience:**  
**(Work History)**
- most recent first
  - must include: dates of employment  
name of company  
complete name of supervisor  
brief job description
- Accomplishments:**
- list certificates earned, e.g. Superhost, First Aid, Foodsafe, coaching, babysitting, life saving, etc.
  - give exact name of certificate, date earned
  - have a Portfolio containing copies or originals of your certificates
- Hobbies and Interests:**
- list interests, volunteer work, clubs, sports, etc.
- References:**
- include or attach a list of 2 - 3 references: personal and work related, must be 19 or over, must not be a relative unless also your employer

**Personal data** such as marital status, height, weight, social insurance number, etc. should not be included but include anything that sells your attributes.

\*If you need to go onto a second page make the break before a heading and at the top left of the second page type:

Page 2  
Your Name

### **NOTE:**

When your first draft is done, print it out and proofread it. Check the visual effect - it should look professional and be easy to read; headings should stand out; it should not look crowded.



## **Chris Foster**

32439 Tellus Drive  
Mission, BC V2V 3R5  
604- 826-9990

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**OBJECTIVE:** To obtain part-time employment.

### **SKILLS & ABILITIES:**

- Computer literate & experienced with the internet; competent in MS Word, Excel and PowerPoint
- Work well as a team member or individually
- Experienced in caring for children
- Hard working, outgoing & reliable
- Attentive & punctual

### **WORK HISTORY:**

- Summer 2015                      Labourer, Moore Construction, Mission, BC
- Did odd jobs at construction site such as moving tools & lumber
  - Responsible for keeping the site clean
- 2012 - 2014                      Babysitter, Mission, BC
- Provided care for two children ages 9 months & 3 years
  - Prepared meals & planned activities
  - Established a safe environment

### **VOLUNTEER HISTORY:**

- May - July 2015                      Lacrosse Coach, Mission Minor Lacrosse Assoc., Mission, BC
- Assisted with practices & helped the children learn how to play the sport
- March 15 - 25, 2015                      R.C.M.P. Youth Academy, Camp Stillwood, Yarrow, BC
- Learned how to work in a team environment
  - Gained self confidence
  - Learned how to take orders from supervisors well

### **EDUCATION:**

Currently in Grade 12 at Mission Secondary School, Mission, BC

- Excelling in Law 12 & Physical Education

Food Safe Certificate, September 2014

St. Johns Ambulance Basic Level 1 First Aid Certificate, January 2015

### **AWARDS:**

- Recipient of many Most Valuable Player hockey awards
- Numerous awards received as a team player in lacrosse

**REFERENCES AVAILABLE UPON REQUEST**

## Application tips

- Read the application through carefully before you begin to fill it out
- Pay close attention to the instructions and follow them precisely
- Make sure you include all the information you are looking for (reference letters, autobiographical essay)
- Applications may be on paper or online
- Must be neat and legible
- Remember to adjust your autobiographical essay to the requirements of the award
- Deadlines are not a suggestion they are deadlines!