

HOW TO WRITE A SCHOLARSHIP/BURSARY LETTER

Your name

Address

Organization Address

Date

Dear Scholarship Committee:

Introduction - Name of scholarship you are applying for

Present situation (generally your program of studies and your expected date of graduation).

Future plans and how it relates to scholarship/bursary.

Provide one or two paragraphs in relation to what they are looking for and why you think you deserve this award.

Emphasize your highlights and need for this award. Stress your financial situation – income/expenses. eg. single parents do not have time for part time employment due to family obligations, child/s illness, children's after school activities, etc. Can't make ends meet with training allowance from your sponsor..

Explain enclosed documents.

Thank committee.

Closing

Name

P.S. - remember to apply for all scholarships in your area of studies, they do not all emphasize a high GPA most of them are based on need. A 2.0 GPA is a respectable mark to apply for many scholarships. If you are the only applicant, you will receive the scholarship. eg. a Native Lady applied for a Hungarian Woman's scholarship. She received the scholarship because she was the only applicant. Lots of scholarships for Native students go unclaimed, they're returned to the sponsor.

Do a search on "**Aboriginal Scholarships**", you will find thousands of scholarships & bursaries that will fit you. Also go to '**student awards.com**' for more scholarships.