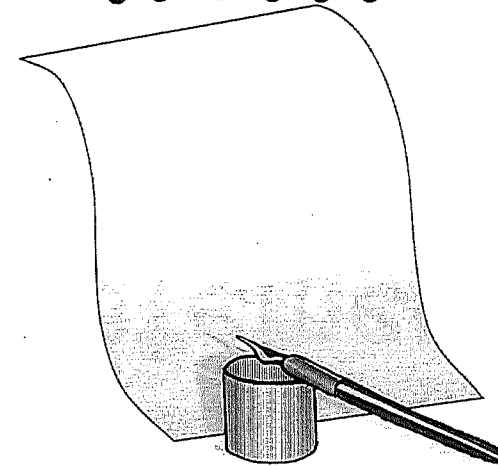


Letter of Introduction & Personal Statement





Letter or Personal Statement

- Both usually contain the same information.
- A personal statement is completed in an essay form.
- It is important that you follow the guidelines established by the scholarship/bursary committees.



Helpful Hints to Get Started

- Do not copy the information presented in this PowerPoint.
 - You want your letter/statement to stand out and to represent you.
- Follow the paragraph guidelines presented here. That way you won't leave out any information.
- Edit, edit, edit!
 - Use the Spell Check on the computer!
 - Find a parent, teacher, friend to help you.



Paragraph Order

- Introduce yourself
- Post-secondary plans
- Achievements
- Special circumstances
- Thank the committee



Address, Date & Salutation

1234 Any Street
Courtenay, B.C. V9N 1X1



Place your address first. Be sure to include your postal code.

March 5, 20##

Dear Isfeld Bursary Committee:



Address, Date & Salutation

1234 Any Street
Courtenay, B.C. V9N 1X1

} Place your address first. Be sure to include your postal code.

March 5, 20##

← Date : Check to be sure that it's correct.

Dear Isfeld Bursary Committee:



Address, Date & Salutation

1234 Any Street
Courtenay, B.C. V9N 1X1



Place your address first. Be sure to include your postal code.

March 5, 20##



Date : Check to be sure that it's correct.

Dear Isfeld Bursary Committee:



Change the name of the bursary committee to match the bursary.



Introduce Yourself

- Name
- School are you're currently attending
- Special courses that you have taken



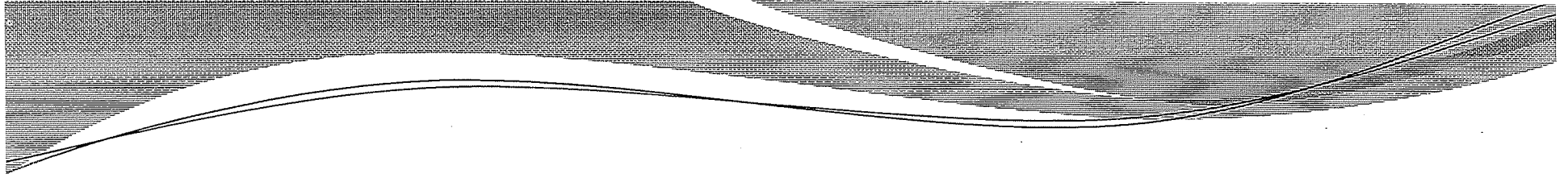
Introduce Yourself - Example

My name is Student Xavier and I am a grade 12 student currently attending Mark R. Isfeld Secondary School. During grades 11 and 12, I have chosen to take a wide range of courses in order to prepare for my post-secondary studies. These courses have included sciences such as Chemistry and Physics, as well as, English, Math Foundations, Geography, History, French and Spanish. Although my educational choices have evolved around academic subjects, I have also found enjoyment and creativity in Visual Arts and Concert Band.



Post-secondary Plans

- Course or program
- Institution (college, university, trade school)
- Ultimate career goal



Post-secondary Plans - **Example**

My post-secondary goal is to attend North Island College for the first year and then to transfer to the University of Victoria. I hope to obtain a Bachelor of Arts degree in the field of foreign languages. Once I have completed my university education, I will pursue a career path that would challenge me while helping others. Ultimately, I see myself working as a translator for a non-government organization somewhere in Latin America.



Achievements

- School achievements
- Personal interests
- School involvement
- Community involvement



Achievements - Example

While at Mark R. Isfeld, I have received many awards for my academic achievements. By maintaining a B+ average, I have been awarded an Honour Roll certificate for the past four semesters. In grade 11, I was selected as the Citizenship Pillar Award winner.

My greatest fulfillment and pride comes from my volunteer work both in and outside of school. This year, I have worked on the Grad Executive and played a key role as an organizer and participant in the Grad Fashion Show. But my biggest commitment has been to the school's Interact Club. Since grade 8, I have worked with my peers to raise money for local and international causes.



Special Circumstances

- This paragraph may be omitted if it doesn't apply to you.
- Ideas you may wish to mention:
 - Taking a Gap Period
 - Special medical needs
 - Parent on disability pension
 - Several older siblings attending PSI



Special Circumstances - Example

I would like the bursary committee to be aware that I'm planning to take a gap year. I've been accepted to participate in a student exchange to Ecuador. My hope is to gain a deeper cultural understanding and to improve my Spanish language skills.



Thank the Committee

- Show your appreciation.
- This will be a short paragraph.



Thank the Committee - **Example**

I would like to express my thanks for the time and consideration you've taken to review my bursary application. I look forward to hearing from the bursary committee.



Letter Closing

- Sincerely
- Sincerely yours
- Regards
- Yours truly
- Most sincerely
- Respectfully
- Respectfully yours
- Thank you

These are acceptable ways to close a formal letter.



Letter Closing - Example

Sincerely,

Student Xavier

Student Xavier



Polished Letter - Example

1234 Any Street
Courtenay, B.C. V9N 1X1

March 5, 20##

Dear Isfeld Bursary Committee:

My name is Student Xavier and I am a grade 12 student currently attending Mark R. Isfeld Secondary School. During grades 11 and 12, I have chosen to take a wide range of courses in order to prepare for my post-secondary studies. These courses have included sciences such as Chemistry and Physics, as well as, English, Math Foundations, Geography, History, French and Spanish. Although my educational choices have evolved around academic subjects, I have also found enjoyment and creativity in Visual Arts and Concert Band.

My post-secondary goal is to attend North Island College for the first year and then to transfer to the University of Victoria. I hope to obtain a Bachelor of Arts degree in the field of foreign languages. Once I have completed my university education, I will pursue a career path that would challenge me while helping others. Ultimately, I see myself working as a translator for a non-government organization somewhere in Latin America.

While at Mark R. Isfeld, I have received many awards for my academic achievements. By maintaining a B+ average, I have been awarded an Honour Roll certificate for the past four semesters. In grade 11, I was selected as the Citizenship Pillar Award winner. My greatest fulfillment and pride comes from my volunteer work both in and outside of school. This year, I have worked on the Grad Executive and played a key role as an organizer and participant in the Grad Fashion Show. But my biggest commitment has been to the school's Interact Club. Since grade 8, I have worked with my peers to raise money for local and international causes.

I would like the bursary committee to be aware that I'm planning to take a gap year. I've been accepted to participate in a student exchange to Ecuador. My hope is to gain a deeper cultural understanding and to improve my Spanish language skills.

I would like to express my thanks for the time and consideration you've taken to review my bursary application. I look forward to hearing from the bursary committee.

Sincerely,

Student Xavier

Student Xavier