

Jane Doe  
1234 Lake Road  
Cowichan Bay, BC  
V0R 1W0

February 12, 2015

Dear Sir/Madam:

**Re: Scholarship**

I am currently in Grade 12 at Frances Kelsey Secondary School and will be graduating in June 2015. I am applying to Vancouver Island University, Aveda Institute in Victoria and Academy of Excellence Hair Design, also in Victoria, to study Hairdressing, Cosmetology and Esthetics with a view to opening a salon of my own in the future. A financial award from your organization would be of great assistance in my pursuit of this education and career.

For several years I was involved with the International Order of Job's Daughters. This organization for young women is aimed at teaching respect for all, community involvement, co-operation among other teens as well as adults, public speaking, business and meeting skills plus leadership skills. During my time in Job's Daughters I was promoted each term and was elected to the highest position for two terms. In this position I was responsible for organizing social gatherings, community and volunteer events, fundraising projects as well as bi-weekly business meetings. Each chapter of Job's is funded completely by fundraising events organized and carried out by the members of the chapter.

During 2014-2015 I was involved with the Maple Bay Rowing Club. I enjoyed this sport and along with my team-mates we continued to improve throughout the year, culminating in placing in the top three positions in several regattas. I found that each year my course load at Frances Kelsey Sec required more of my attention and felt it best that I focused entirely on my studies, so did not rejoin rowing the following season.

I have supported myself over the years with a full time summer job at Arbutus Island Guest House and Cottage and as I am currently a part time student I am working at MacDonald's in Duncan. Although I plan to set aside money for my future education and continue working, I know that it will not be enough to cover the costs of attending college. Any assistance you may be able to provide will be greatly appreciated and will help in my pursuit of a secondary education.

Thank you for taking the time to review my application for the Scholarship.

Yours truly,

*J. Doe*

Jane Doe