

## **How to write your Bursary Application Letter**

To be considered for ISSofBC bursary funding, you must write a Bursary Application Letter as part of the application process (uploaded on page three of online application).

Complete the letter before you start filling in the online application. Your letter should be in Microsoft Word, PDF or plain text format.

**The Bursary Application Letter is the reason you are applying and should include:**

### **1. Introduction**

- Your name
- Country of origin
- How long you have lived in Canada
- The name of the ISSofBC program you participated in and caseworker name
- The bursaries you are applying for
- A brief description of why you are applying

### **2. Body**

- Why you qualify to receive a bursary
- Hardships you have gone through
- Help you received from ISSofBC
- How the course(s) you plan to take lead to your career goals

### **3. Conclusion**

- Summarize how the bursary will assist you
- Mention ISSofBC staff if they assisted you with the application

## **SAMPLE LETTER**

Samuel Ilunga  
505 - 2161 16th Avenue  
Vancouver, BC V5T1T1  
June 5, 2021

Dear ISSofBC Bursary Committee,

I would like to inform you of my intention to apply for the Michael Danchuk Bursary to assist my educational development. I arrived in Canada two years ago from the Democratic Republic of the Congo and am a past ISSofBC Job Quest client working with Janet Salvador. Since arriving to Canada, I have faced financial hardships and difficulties in finding employment but feel this bursary will be a great step towards to my career goal as a website developer.

I am currently enrolled in BCIT taking the Web Development 1 course as part of the Full-Stack Web Development Diploma. However, due to my financial resources it is very challenging to attend these educational opportunities. Much of my income goes towards caring for my younger sister and her two-year old daughter after her husband passed away from illness last year. However, through the Job Quest program I was able to find employment at Best Buy in the computer section. This has helped us financially as I continue to study and learn website coding in my free time in hopes of someday working for a website development company.

Should I be given the opportunity to receive the Michael Danchuk bursary, I will do my very best to exceed your expectations. I look forward to my future career and bright future in Canada.

I would like to thank Janet Salvador for assisting me with this application.

Thank you in advance for your consideration.

Sincerely,

Samuel Ilunga