

## Sample Cover Letter #1

April 7, 2026

Mr. John Winman  
Box 8593  
Fraser Lake, B.C.  
V0J 1S0

To Whom It May Concern:

**Re: Fairview College Bursary**

I am writing this letter in regard to the Fairview Bursary that is presented each year on behalf of Fairview College to a School District No. 91 (Nechako Lakes) student.

I would like to be considered for this bursary because I am planning to attend Fairview College (Peace River Campus) this fall. In September, I will be starting the Turf Grass Management Program. I have been placed in this program subject to the successful completion of course requirements.

During my past three years at Fraser Lake Elementary-Secondary School, I have worked very hard to complete my Grade 12 graduation requirements. With the encouragement I have received from the Alternate Route Program and the support of my family, I am very proud of my accomplishments these past few years.

I am really looking forward to attending Fairview College as well as establishing a career in the Turf Grass Management field.

Thank you in advance for your consideration of this letter and thank you, again, to the school district for your continued support of my education. By providing the Alternate Route Program, you gave me the incentive to graduate and to plan a future career.

Yours truly,

John Winman

## Sample Cover Letter #2

April 2, 2026

Ms. Jane Doe  
Box 418  
Fort St. James, B.C.  
V0J 1P0

To Whom It May Concern:

**RE: International Union of Operating Engineers, Local 882 Open Bursary**

I am a student at Fort St. James Secondary School, and I am working on the completion of my grade twelve diploma. I am writing in regard to the bursary noted above.

After completing grade twelve, I plan to attend the University of Victoria. Some of the classes I am now enrolled in are English 12 Advanced Placement (AP), Literature 12 and Algebra 12. I believe they will assist me in my first-year university courses. Throughout my high school years, I have maintained a position on the honour roll.

Past experiences have proven to me that achieving a higher level of education is the only way to be successful in future endeavors. With the goal of post-secondary education in mind, I have held various part-time jobs. I began working at the age of thirteen for McDonald's Restaurants in Whitehorse, Yukon. After moving to Fort St. James, I worked at Shopper's Food Mart. Last summer, I began working at Nechako Valley Community Services on a one-on-one basis with a mentally challenged ten-year-old boy. At the same time, I was also employed part-time at the local laundromat, a position I currently hold.

I have always been active in sports. For the past two years, I have been on the Fort St. James Senior Girls' Basketball Team and have competed at the zone level, as well as at the provincial level. I also enjoy baseball, volleyball, swimming, figure skating and cross-country skiing.

Thank you in advance for your consideration of my application. I look forward to your reply.

Sincerely yours,

Jane Doe