

How to Write Your Application Letter

To be considered for the majority of awards, an application letter uploaded into your Financial Assistance Profile is required. Be sure to complete your application letter before you start your Financial Assistance Profile.

Save your letter as a pdf (how-to included below) with this naming format:

LastName.FirstName.StudentNumber.pdf.

Below is a list of topics to consider including in your letter:

Introduction

- You may address your letter "To the Mohawk College Awards Committee"
- Tell us about yourself, what are your hobbies, interests, etc.
- What program are you taking and why did you choose it?

Body of Letter

- Why do you feel you deserve an award?
- What do you hope to achieve with your education?
- What are your greatest accomplishments or what are you proud of?
- How are you involved with the community?
- Describe in detail your volunteer work.
- How do you go above and beyond for others?

Conclusion

- How would receiving an award assist you with your education?
- Show your appreciation for being considered

How to save a Word document as a PDF file:

Once you have finished writing and editing your application letter, follow the steps below to save your Word file as a PDF.

1. Select "File" and then "Save As".
2. Use the "Browse" button to select where you want the file to be saved.
3. Click on the "Save as type:" dropdown.
4. Scroll down the list and select "PDF (*.pdf)"
5. Double-check that your file is named correctly:
LastName.FirstName.StudentNumber.pdf
6. Click on the "Save" button to finish the process.