

How to write your Application Letter

To be considered for award funding at Mohawk College, your MyMohawk Financial Assessment Profile must have an Application letter uploaded as part of the application process. Failure to provide this letter with your MyMohawk Financial Assistance Profile may restrict your eligibility for specific funding.

Complete the application letter before you start filling in the MyMohawk Financial Assessment Profile. You will be requested to submit the letter electronically as part of the application. Your letter should be in the .pdf file format. Please name your letter YourLastName.YourFirstName.YourStudentNumber.pdf (*for example: theHawk.Mo.123456789.pdf*)

Your letter should include:

- **Introduction** – Include your name, if you are a full-time or part-time student, your program name and your semester of study.
- **Body of letter** – Why do you think you qualify for an award? Include your volunteer work within the community.
- **Conclusion** – Show your appreciation for being considered and include how receiving an award will assist with your education.

How to save a Microsoft Word document as a PDF file:

Once you have finished writing and editing your application letter, follow the following steps to save the file in PDF format. You will be asked to upload the letter in PDF format as part of the application process.

1. Open the document in Microsoft Word.
2. Select “File” and then “Save As”.
3. Use the “Browse” button to select where you want the PDF file to be saved. Please remember where you save this file!
4. Click on the “Save as type:” dropdown. It normally displays “Word Document (*.docx)”.
5. Scroll down the list and select “PDF (*.pdf)”
6. Double-check that your file is named correctly.
 - It should be named YourLastName.YourFirstName.YourStudentNumber.pdf
 - *For example: Mo the Hawk, student number 123456789 would use the filename: theHawk.Mo.123456789.pdf*
7. Click on the “Save” button to finish the process.