# 

# Ted Rogers School of Retail Management

# 2018 Awards Application

# First Year Students Only

**APPLICATION DEADLINE: Sunday, September 23, 2018 at 5PM**

**STUDENT’S NAME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT ID #:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade 12 U/M Final Average\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (*will be verified by admissions*)

**TELEPHONE NUMBER :** (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RYERSON E-MAIL ADDRESS**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CURRENT SEMESTER:** \_\_\_\_\_\_\_\_\_\_\_\_

**HAVE YOU INCLUDED A BUDGET FORM?:** \_\_\_\_\_\_\_\_**YES** \_\_\_\_\_\_\_\_**NO**

(If yes, you will be considered for awards that have a financial needs component.

**PHONETIC SPELLING OF APPLICANT’S NAME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Letter to the Director**

* Help us get to know you better! **Please attach a 250 word letter** to the Director which indicates why you are choosing to pursue a Degree in Retail Management, what you hope to accomplish from the program and your aspirations after graduation.
* **Résumé** with work experience
* Letters of Reference (if applicable)

Attached to this document is a sample letter to the Director with instructions for completion and submission.

**Additional Requirements**

In addition to your letter to the director you also need the following:

* Students must be enrolled in RMG101 and RMG100 to be eligible.

**Signature of student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Please print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*Please refer to <http://www.ryerson.ca/registrar/students/scholarships/programspecific.html> for a list of awards.

\*\*All information provided is protected under the rules and regulations of FIPPA. For more information, please visit <http://www.ryerson.ca/about/generalcounsel/infoprivacy/>



**Letter Writing Instructions for Award Application**

*The following is a basic outline of how you might choose to write your letter. It’s a guide to get you started but you will likely have different/additional things to highlight about yourself. Write in your own voice and use this as an opportunity to “brag” about yourself – then support it with examples from work, school, etc.*

*The page below includes some ideas for content to include in your letter. Please follow the instructions for how many lines to write for each section.*

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SAMPLE LETTER FORMAT AND TOPICS

Dear [Director’s Name],

Start here by **typing one or two paragraphs** (5-6 lines if you are in 1st year) **to introduce yourself** and explain why you chose retail as a career.

Add **another 4-5 outlining what you hope to accomplish** from the program. (e.g. academic topics you hope to learn about, industry speakers you want to hear from, personal skills you wish to develop, activities you plan to participate in, etc.)

Discuss **your aspirations (in 3-4 lines)** for when you graduate. (e.g. what companies/roles/functions do you hope to work in? Do you plan to pursue additional education like a Master’s degree, a professional certification, etc.? Explain why these are things of interest to you.)

Make particular note (**in 5-7 lines) of any extra-curricular/volunteer work/prior school accomplishments** that you are proud of. Be sure to include anything that is important to you. It may be work-related (e.g. were you named “employee of the month” at a part time job?) It may be sports/arts-oriented (e.g. are you on the intramural volleyball team or do you play drums for a band?) Do you sit on any student committees or work with charities? They don’t have to be related to retail but try to show what you’ve learned from participating in these activities or why you enjoy them.

That’s it! Just **type a closing sentence to wrap up your letter**, then sign the bottom, and drop it off to the school office.

Sincerely,

Signature

[Student’s Name]