**A2A Kopano Inc.**

**The Bursary Officer**

**PO Box 137**

**Queenstown**

**5320**

*(Insert your full address here)*

*(insert the date here)*

**A2A KOPANO INC. BURSARY COVERING LETTER**

Dear Sir/ Madam

Please accept this covering letter as my application for the A2A Kopano Inc. bursary. I am currently studying towards a Chartered Accounting degree at (*insert the tertiary institution you are studying at here*).

**OR** I am currently in Matric at (*insert school name here*). I intend on studying Chartered Accounting degree at (*insert the tertiary institution you in intend on study at here*).

My Grade 12 mid-year **OR** final results:

|  |  |
| --- | --- |
| **Subject** | **Percentage** |
| Mathematics *(select if you studied HG/ SG)* | *insert your % here* |
| Science *(select if you studied HG/ SG)* | *insert your % here* |
| Accounting *(select if you studied HG/ SG)* | *insert your % here* |
| English *(select if you studied HG/ SG)* | *insert your % here* |
| *(insert any other relevant subjects here)* | *insert your % here* |
| **Overall Average** | *insert your % here* |

My latest tertiary results:

|  |  |
| --- | --- |
| **Subject** | **Percentage** |
| *(insert your subject here)* | *insert your % here* |
| *(insert your subject here)* | *insert your % here* |
| *(insert your subject here)* | *insert your % here* |
| *(insert your subject here)* | *insert your % here* |
| *(insert your subject here)* | *insert your % here* |
| **Overall Average** | *insert your % here* |

*(Please insert a few reasons why you think you should be awarded the bursary (motivational letter).*

*A few pointers:*

*What skills and talents do you have that you could offer the company?*

*What makes you stand out from other applicants?*

*What obstacles have you overcome (both personal and in your studies)?*

*How would receiving this bursary enrich your life and lives are your family/ community members?*

Please find attached:  
1) Copy of my Matric certificate **OR** June exam results

2) Copy of my Identity Document

3) Copy of my latest tertiary results (if applicable)

If you need any further information, please do not hesitate to contact me via my details below.

Thank you for considering my application.

*(insert your full name here)*

*(sign here)*

Mobile: *(insert your mobile number here)*

Email: *(insert your email address here)*

*PLEASE NOTE THIS IS DOCUMENT IS MERELY A TEMPLATE TO ASSIST YOU AND IS BY NO MEANS AN OFFICIAL DOCUMENT OF THE BURSAR, PLEASE FEEL FREE TO EDIT.*