



Applying for Scholarships

***Read the information below. Answer the questions. Write down ideas. Start writing a draft of your scholarship essay by using this document.**

Common Application Questions

(What you absolutely need to be able to answer.)

1. What is your Grade Point Average (GPA)?
2. How many credits have you completed?
3. How many credits are you taking now?
4. How many credits do you plan to take next semester/next year?
5. When do you plan to graduate?
6. Are you planning to work on a bachelor's degree after you graduate from community college?
7. What career are you preparing for?
8. What degree are you seeking?
9. What is your major (or program)?
10. What other colleges have you attended? Dates? Locations? Credits earned? GPA? Did you complete a certificate or degree?
11. When did you graduate from high school (or receive your GED)? Are you working on a GED? If so, when do you expect to complete it?
12. Why did you choose your career field?
13. What are the names, addresses and phone numbers of people who would be willing to write a letter of recommendation for you?
14. Why did you decide to go to college?



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Organizing your Application

Preparing Your Personal Statement for Scholarship Applications:

Although every scholarship has different requirements, most include an essay or personal statement. Think of it as a chance for you to create a 1-minute commercial that shares your goals, skills, obstacles you overcame, and why you're going to college. Here are some questions and statements to help you get started. By answering these questions, you'll create a guide to use when writing your scholarship essay. Good luck!

What makes YOU unique, compared to other people?

In 1-3 sentences, describe what makes you unique compared to other people:

Describe your Career Goals:

Describe your Educational Goals:

Describe your Financial Need. Why do you need a scholarship to attend college?

Describe your family demographics, activities, and duties/responsibilities at home, as well as any special challenges you have overcome:

SCHOLARSHIPS a-Z

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Activities, Awards, Leadership Roles

This is your chance to briefly describe your responsibilities outside of school. Are you involved in clubs, faith-based organizations, work, etc?

Honors & Awards:

Name of Honor/Award	Briefly describe this award in 250 words or less.

Unpaid Volunteer Work and Community Service:

Dates that you did this work/ service	Total # of Hours	Name of Organization	Briefly describe what you learned from this experience in 250 words or less.

Leadership Roles

Dates that you were involved	Leadership Position Held (if applicable)	Name of Organization	Briefly describe this role and what you learned from this experience in 250 words or less.

SCHOLARSHIPS a-Z

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Tips for Composing the Essay

Using these will help develop an essay, which conveys those unique personal qualifications.

1. **DO NOT WAIT UNTIL THE LAST MINUTE TO WRITE!**
2. Write down the due date for the scholarship application.
3. Make lists of personal qualities, (particularly those applicable to this college), aspirations and goals, activities, honors and awards, personal or academic challenges, persons or course(s) which have been influential in determining career goals or aspirations, and any specific strengths of the college that will be beneficial. In other words, why are the student and the college a good match for each other?
4. Write a draft, making sure to address the particular directions?? for discussion.
5. Put the draft aside for 24 hours and read again.
6. Make corrections in sentence construction, grammar, punctuation and spelling. Reading the essay aloud will help determine parts that do not flow smoothly or make sense.
7. Ask a trusted friend or teacher to read and evaluate the paper.
8. Rewrite and revise. Take a break from writing, and repeat the process.
9. Type and save. Proofread for any errors. Make it look as perfect as possible.
10. Follow instructions for mailing or emailing the essay and application package. Good luck!



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Writing a Personal Statement

(Source: Phoenix Union High School District Resource Guide)

Here is a tentative outline to show how personal statements are organized.

1st Paragraph - (Introduction of self and family)

State place within the family - only child, oldest, youngest or in-between. How many brothers and sisters?

Discuss the family situation in terms of members of family, economic situations, family employment, family struggles.

2nd Paragraph - (Discussion of school and community)

Describe high school(s) attended, experiences and activities.

Discuss community activities. In both cases, the important thing is to discuss what has been learned.

3rd Paragraph - (Discussion of college and career aspirations)

Discuss the reasons for attending college and why proposed careers have been chosen.

Discuss areas of strength and interest.

Discuss any influential people.

4th Paragraph - (Discussion of academic record)

Discuss academic progress, any hardships along the way, particularly difficult or challenging classes and how challenges have been addressed.

5th Paragraph - (Discussion of extra-curricular activities)

Discuss school activities, sports, positions of leadership, and what has been learned.

6th Paragraph - (Summary and statement of future plans)

Bring essay together with a concise summary, and be sure to discuss future plans.



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Tips Regarding Letters of Recommendation

Many scholarship applications require the applicant to find letters of recommendation from leaders who he/she has interacted with such as mentors, teachers, employers, coaches, etc. Here are some general tips to consider when finding people who can write you a STRONG letter of recommendation.

- 1) Ask only those who will give you a positive recommendation (do NOT ask to see it (also known as "waiving your right") unless they provide you a copy).
- 2) Avoid getting letters of recommendation from relatives, unless an application requires it.
- 3) Request the letter at least 2 weeks in advance so that the recommender is not rushed.
- 4) Provide the recommender with a copy of your resume and scholarship application.
- 5) Provide the recommender with the scholarship name, address, due date and any particulars to be included in the letter. Also, provide a self-addressed stamped envelope with the correct address to send with your application.
- 6) Follow up with a Thank You letter to your recommenders. You want to continue a positive relationship because you may ask them again in the near future.