

# How to Prepare for Scholarships:

- 1. Use a calendar and checklist to get organized. Prioritize your applications by deadline and the expected value of the scholarship.**
- 2. Create a resume – prepare an ‘activity’ resume that clearly shows activities you’ve been involved in, being sure to list volunteer and leadership activities too. Any work experience should be included as well.**
- 3. Request one or two letters of reference. One can be an academic reference from a teacher and one can be an extra-curricular reference from a coach or employer.**
- 4. Create an accomplishments list to give to your references. This will help them know the specific details of your accomplishments in an organized manner, and it will help them write a more expansive reference letter for you.**
- 5. When applying to scholarships, ensure you tailor your application to the sponsor’s goals. For example, if you are applying for a Rotary Scholarship, it is recommended you learn what the Rotary does to support your community. You can then write about your related experiences to their goals.**
- 6. Carefully read the scholarship application, and follow the instructions.**
- 7. If you have print copies of applications, you may want to print an extra to use as a draft. Always ensure your final application is neat and tidy, using proper spelling and conventions.**
- 8. Make your application stand out from the crowd. Feel free to let the sponsor know something interesting about you.**
- 9. When requested, enclose an official copy of your transcript.  
You can request a copy of your transcript from the office. When you request transcripts from the office, please do so a few days prior to you needing it. The secretaries are very busy and they need time to get these ready for you.**

**10. Some scholarship require you to write a scholarship essay. Use proper letter writing format when asked to write a personal statement or a letter.**

**Addresses**

**Heading (To Whom it May Concern: )**

**Body – use proper conventions**

**Closing (Sincerely,)**

- Ask your teacher, coach or employer whether they can write you a great letter of recommendation (they might say yes or no).
- Always ask the teacher, coach or employer at least two weeks before you need the recommendation letter. They are very busy.
- Provide the reference with all required forms.
- Thank the reference for writing the letter.

**11. Complete the application and submit it prior to the deadline.**

### Remember This!

- **Many scholarships are simply forms you fill out. They don't require an essay.**
- **There are scholarships for people entering different studies (ex. Music, art, engineering, science, math, trades, and so on).**
- **There are scholarships for everyone. You need to apply!**
- **Marks are a part of the consideration, not the whole.**
- **It is as much about your character, your service to others, your leadership, and what you want to study as it is about your grades for many scholarships.**
- **Use a professional email address, such as [firstname.lastname@gmail.com](mailto:firstname.lastname@gmail.com)**
- **Clean up the content of your social media accounts, removing inappropriate and immature material**

### Beware of Scholarship Scams!

- Never invest more than a postage stamp to get information about scholarships or to apply for a scholarship
- Nobody can guarantee that you'll win a scholarship
- Do not give out personal information like bank account numbers, credit card numbers or Social Insurance numbers

## Most Common Application Mistakes

- Missing deadlines
- Failing to proofread the application
- Failing to follow directions (essay length, number of recommendations) \*\*\**Anything wrong on a scholarship application is grounds for the committee to not consider your application.*
- Omitting required information
- Applying for an award when you don't qualify
- **Failing to apply for an award for which you are eligible**
- Failing to tailor the application to the sponsor
- Writing a boring essay, or an essay without examples
- (ex. I'm an honest, trustworthy person. *HOW?*)
- Making mistakes in your essay or application form

All students are encouraged to review the lists of scholarships and apply. It is the responsibility of the student to search and apply for scholarships in a timely manner.

See Mrs. Albright if you have any questions! 😊