

The Mechanics of Scholarship Writing

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How to Make a Successful Application

- ❖ Remember that your task is to help the reader justify awarding you funds. Follow their instructions and write to them as your audience.
- ❖ When writing for application forms and information, remember that your letter is your introduction. The letter should be clear, concise and neat.
- ❖ Many scholarships have early application deadlines. Be sure to note the deadlines and requirements for each scholarship.
- ❖ Fill out the application completely and do not expect the reader to make assumptions; explain your situation and ideas clearly.
- ❖ Type your applications, essays and letters; be sure to check for spelling, grammar and punctuation.
- ❖ Many scholarships require a letter of reference; the scholarship organization may send you a form or ask for a confidential letter.
- ❖ Follow instructions explicitly and provide what is asked of you. Do not send transcripts or other material until they are requested.
- ❖ Go to the Writing Center to get help with your drafts and revisions.
- ❖ Choose your words carefully; application space and the reader's time are usually limited.
- ❖ Sell yourself! Present yourself in the best light, but be honest.
- ❖ Once you have been asked to provide transcripts, if possible, send them together with applications and letters of recommendation as a complete packet-not separately.
- ❖ Remember to sign your letters and application and provide the necessary postage.
- ❖ Most scholarships are highly competitive. Do your best and do not hesitate to ask your faculty, advisors or parents for advice.
- ❖ Allow for mail delays in meeting deadlines.

The Scholarship Application Game Plan

Get Organized

- Select a place to keep all your scholarship stuff.
- Purchase a CD or thumb drive just for scholarship stuff only.
- Use a calendar for tracking application due dates.
- Make copies of awards you have received, or certificates.
- Complete a budget worksheet.

Gather necessary materials

- Complete an exhaustive scholarship search.
- Pick up copies of scholarship applications.
- Find out information about scholarship organizations
- Ask for a letter of recommendation (do this well in advance!!!!)
- Get copies of your transcripts (also well in advance).

Get going

- Talk to scholarship recipients—find out what has worked for them.
- Write your personal statements and save them to a CD, etc.
- Complete the scholarship application (read the fine print)
- Proofread and edit carefully.
- Make copies of all parts of the application and recommendation letters.
- Send or deliver the applications on time.
- Keep a record of when you sent or delivered the application.
- Send thank you notes to those who wrote recommendations for you and other who helped.

Get ready for the rewards

- Keep track of all scholarships you receive.
- Send thank you notes for each award received.
- Ask about the procedure for awarding the scholarship.
- Notify the financial aid office of the college you will attend of all scholarships you received.

Warm Up Activity for Writing Personal Statements

1. What degree are you pursuing?
2. What is your major field of study?
3. Why did you choose this major/emphasis? What contribution will you make to this field of study?
4. Describe your career goals.
5. What makes you a good candidate for success in your chosen field?
6. By what date do you hope/plan to complete your degree?
7. What awards/honors/distinctions have you received?
8. Describe your community volunteer experiences.
9. List your school offices/activities/clubs.
10. In what ways will this scholarship assist you in continuing your education and meet your goals?
11. Tell the committee something special/unique about yourself.

Ideas for Personal Statements

1. What degree are you pursuing?

- ✓ Bachelor of Science with an emphasis in Biology
- ✓ I am currently exploring my options in the area of biology. Last quarter I enrolled in the ecology course at our college, and found that I really enjoy the area on contemporary problems. This quarter I joined the ecology club, which will allow me more opportunities to research this area.
- ✓ I have been exploring the area of biology in our career library at college. I am especially interested in the area of aquatic biology, specifically limnology.

2. What is your major/emphasis /?

- ✓ Marine Biology with an emphasis in fresh water species.

3. Why did you choose this major?

- ✓ My summer work with the Dept. of Fisheries has introduced me to this career area.....
- ✓ I especially enjoyed working with.....
- ✓ I have spoken with the Fish biologist about her education/experience in this field.....
- ✓ I have explored programs of study at these colleges....
- ✓ My high school biology class had a unit on freshwater fish of the Northwest.....

5. What makes you a good candidate for success in your chosen field?

- ✓ I have explored the nursing field in my career education class. I studied information on the WOIS (a computerized career information software program); I spoke with people in the profession to find out about their education and opportunities within the field.
- ✓ I have volunteered at St. Mary Medical Center for six months and found that I am able to provide comfort and care to patients while they are hospitalized. I especially enjoyed working in the pediatrics unit.
- ✓ I have worked at the Oddfellows Home for the past year serving food to the residents. My exposure to the field of nursing had been very positive and I have decided to pursue it as my educational major.

8. Describe the community activities in which you have participated.

- ✓ Last year I completed the 20- hour training program to become a volunteer at the crisis center. This year I volunteer five hours a week on the crisis hotline.
- ✓ I am an Americorps reading tutor at Sharpstein elementary school. I volunteer five hours a week.
- ✓ I participated in the Red Cross blood drawing this year.

10. List your school offices/activities/clubs.

- ✓ I tutor students in math and science approximately 10 hours a week at Evergreen.
- ✓ I play the saxophone in a band at Evergreen.
- ✓ I am the representative for a student group on campus.
- ✓ I am a member of the KEY Program.
- ✓ I helped with the food drive for the Thanksgiving and Christmas food bank.
- ✓ My instructors nominated me for the leadership conference this year. I participated in the two-day event.

11. In what way will this scholarship assist you with your education?

- ✓ Our family's income is in the middle range, and I do not qualify for federal financial aid grants. My parents have saved money, and they will help as much as they can. I also have worked at summer jobs and have saved money for my college education. But after calculating my budget using the colleges worksheet, I am still not able to meet my educational expenses. This scholarship will allow me to decrease the amount of loan indebtedness I will incur.
- ✓ My family's income is low, and my parents will not be able to contribute much to my college education. They will help me as much as they are able. I qualify for a Pell Grant, but that will not cover my educational expenses. I have worked at summer jobs, and have saved money for college, but it is not enough. This scholarship will....

Action Verbs for Scholarship Writing

achieved	directed	influenced	piloted	separated
acted	discovered	informed	planned	served
adapted	dispensed	initiated	played	set
addressed	displayed	innovated	predicted	sat-up
administered	disproved	inspected	prepared	sewed
advised	dissected	inspired	prescribed	shaped
analyzed	distributed	installed	presented	shared
anticipated	diverted	instituted	printed	showed
arbitrated	dramatized	instructed	processed	sketched
ascertained	drew	integrated	produced	sold
assembled	drove	interpreted	programmed	solved
assessed	dug	interviewed	projected	sorted
attained	edited	invented	promoted	spoke
audited	eliminated	inventoried	proof-read	studied
arranged	emphasized	investigated	protected	summarized
budgeted	enforced	judged	provided	supervised
built	established	kept	publicized	supplied
calculated	estimated	lectured	purchased	symbolized
charted	evaluated	lead	questioned	synthesized
checked	examined	learned	raised	systematized
classified	explained	lifted	read	talked
coached	expanded	listened	realized	taught
collected	experimented	logged	reasoned	team-built
communicated	expressed	made	received	tended
complied	extracted	maintained	reconciled	tested & proved
completed	filed	managed	recommended	told
composed	financed	manipulated	recorded	took
computed	fixed	meditated	recruited	took instruction
conceptualized	followed	memorized	reduced	trained
conducted	formulated	met	referred	transcribed
constructed	gathered	monitored	related	treated
conserved	gave	motivated	remembered	traveled
controlled	generated	navigated	rendered	troubleshoot
coordinated	got	negotiated	repaired	tutored
copied	guided	observed	reported	typed
counseled	had responsibility for	obtained	represented	umpired
created	handled	offered	researched	understood
decided	headed	operated	resolved	undertook
defined	helped	ordered	responded	unified
delivered	hypothesizes	organized	restored	united
designed	identified	originated	retrieved	upgraded
detailed	illustrated	oversaw	reviewed	used
detected	imagined	painted	risked	utilized
determined	implemented	perceived	sang	verbalized
developed	improved	performed	scheduled	washed
devised	improvised	persuaded	selected	weighed
diagnosed	increased	photographed	sensed	worked
				wrote

Request for Reference Letter

Date

Person's name
Street address
City state and zip

I am applying for the following scholarship(s): _____

One of the requirements of this scholarship is to provide a reference letter. I have already spoken to you about this and you have graciously agreed to serve as a reference.

In order to make your job easier, I have provided a list of my activities, honors/awards/leadership positions, and personal characteristics which I feel make me a good candidate for success. You can choose to address one or all of these areas.

Please address the letter(s) to: _____

_____. I need the letter by _____.

Thank you.

Your name

Enclosure

Reference Letter Data Sheet

Name: _____
Emphasis at Evergreen: _____
Transfer college: _____ Past GPA: __
Name of Scholarship: _____
Date to be completed: _____

Activities

Leadership/awards/honors

Personal characteristics

Experience

Academics (course work, ect)

Budget Worksheet

Educational Expenses:

Tuition _____

Fees _____

Books _____

Supplies _____

Room & Board _____

Transportation _____

Personal Expenses _____

TOTAL _____

Anticipated Sources of Income:

Financial aid _____

Scholarships _____

Parents _____

Savings _____

Work _____

Other _____

TOTAL _____

Estimated Amount Needed _____

Scholarship Application Tracking Sheet

[illegible]

Good Things to Know

- Requirements of the organizations financial aid program.
- History of organizations "giving" patterns.
- Mission of the organization.
- Can the same applicant apply again?
- Is your reference a current or past member of the organization?

Sample Letter to Request Scholarship Information

Date

Name of Scholarship
Name of Organization
Address of Organization
City, State, Zip code

Dear Scholarship Administrator:

I am currently a student who is in need of a scholarship, grant, or financial aid to help with the cost of my college education. I am interested in applications and any information available regarding the scholarships, grants, or loans offered through your organization.

ENTER A CONCISE PARAGRAPH ABOUT YOUR BACKGROUND AND GOALS.
TRY TO SHOW HOW YOU MEET THE REQUIREMENTS OF THE ORGANIZATION'S
FINANCIAL AID PROGRAM.

I would also appreciate any referrals you may have regarding other scholarship sources.

Sincerely,

(your signature)

Your Name
Your Address
City, State, Zip Code

Scholarship Personal Data Sheet

A. Biographical Information

1. Full name: _____
2. Permanent address: _____
3. SS#: _____ Date of birth: _____
4. Special need: _____

B. Educational Information

1. College(s) attended (attach separate sheet if attended more than one college)

College: _____
Address: _____
Dates attended: _____ Phone: _____
Past Cumulative GPA: _____ Number of credits: _____

2. Other academic information

- a. What degree are you pursuing? _____
- b. What is your major/emphasis field of study? _____
- c. By what date do you hope to complete your degree? _____
- d. Are you planning on attending school part-time or full-time? _____
- e. Briefly describe any scholastic distinctions or honors you have received:

C. Work Experience (those that apply to the specific scholarship(s))

Employer

Position

Dates

1. _____
2. _____
3. _____

D. Career Information

1. Briefly describe your career goals: _____

2. Why did you choose this career/major? _____

3. What makes you a good candidate for success in your chosen field? (if geographical information is important include here) _____

4. In what ways will this scholarship(s) assist you in continuing your education and meet your career goals? _____

5. Describe how you plan to contribute to your chosen field/career? _____

E. Reference Letter/References

Most scholarships require at least one reference letter. Your references should represent academic, civil, and personal aspects of your life.

1. Information to include: name, address, phone number of reference person
2. Length of time which you have been acquainted
3. Area of relationship (example: academic, community, ect.)
4. Comments on educational and personal abilities
5. Reason for recommending you for a scholarship

F. Financial Situation

1. What are your anticipated costs for your education?

<u>Expenses</u>	<u>Anticipated Source(s) of income</u>
Tuition _____	Financial aid _____
Fees _____	Public assistance _____
Books _____	Other scholarships _____
Supplies _____	Work _____
Child care _____	Loans _____
Room & board _____	Other _____
Transportation _____	
Personal _____	
Total _____	Total _____

2. What is the difference between anticipated income and educational costs?
(explain) _____

3. Are you dependent on receiving financial assistance to continue your education?
Yes ____ No _____