

# LETTER OF INTRODUCTION

## Dear Parent/Guardian and Student,

Welcome to your senior year! This page of scholarship information is designed to be a guide for parents and seniors, and to assist when planning for your financial needs after high school. **There are many different sources of financial aid.** Each one of the following may become part of your financial aid plan:

### 1. SCHOLARSHIPS

Scholarship monies do NOT have to be paid back, and are usually awarded on specific criteria and/or competitive basis. Each scholarship must be applied for on an individual basis according to specific guidelines and deadlines. The scholarship committee determines who is selected based on their specific criteria. Be sure to complete all applications correctly, meeting all requirements and submit all materials on time.

### 2. GRANTS

These consist of state and federal monies available to students granted on a need basis and/or academic performance. Academic achievement and GPA are usually part of the criteria for grants. These are monies that do NOT have to be repaid. All grants are applied for when students apply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA) or Dream Act Application.

### 3. WORK-STUDY

These are programs offered by colleges and universities that allow students to be paid for working while enrolled in school. The amount which can be earned is specified by the individual college financial aid office and must meet a portion of the student's needs analysis. Students apply for work study when they complete the FAFSA/Dream Act.

### 4. STUDENT LOANS

There are a variety of student loan packages available and should only be applied for as a last resort since the money must be paid back. In order to qualify for a low interest government funded student loan, students must apply for Financial Aid by completing the FAFSA/Dream Act.

### 5. PARENT ASSISTANCE

Parents are expected to assist their son/daughter with an amount of money based on parents' income. Parent Plus loans are available through the federal government and are awarded based on information when completing the FAFSA/Dream Act Application.

### 6. STUDENTS

Students are expected to contribute by working a summer job or a part-time job during the school year.

When a student completes the FAFSA or Dream Act Application they list the schools they plan to attend. The schools listed will receive the student's financial information so their financial aid office will develop a plan taking all the above factors into consideration. Each school's individual costs are considered along with information that the student and parents supply when submitting the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application. Each school is different, so do not be surprised when you apply to multiple schools and each financial aid package is different.

Scholarships are listed according to the due date. All National, Regional, State and Private Scholarship application information may be obtained in the Counseling Office. Because we compile this list early in the school year, some dates may change and scholarships may no longer be offered. If new scholarships become available that are not included in this book, they will be emailed to your school email account.

Local Scholarship applications will be available online beginning in February. Local Scholarship applications will be due in the Counseling Office on or before **April 15, 2024**.

Scholarships may be very challenging and will require attention to detail. It is very important to do everything that is asked to ensure consideration for each scholarship. If you are unsure about whether you qualify for a scholarship, apply anyway. People want to give out their money and support young people, so give yourself a chance and apply. This will be a long hard year, but every minute you spend completing applications will be worth it, making your college years less stressful. Enjoy this time in your lives and feel free to stop in or call when you have questions.

Sincerely,  
Ally Rubalcaba  
School Counselor  
(530) 384-7900 ext. 2106

## SCHOLARSHIP APPLICATION PROCEDURES

The Scholarship Information Book is designed to help you and your parents search for National, State, Regional, Private and Local Scholarships. The scholarship information contained in this book is based on information that is sent to the Los Molinos High School Counseling Office. It is important to note that some of these scholarship foundations change their due date, change the award, and sometimes the scholarships are discontinued after the printing of this book. We do make an earnest effort to stay on top of these changes and to request the applications in time for students to meet the deadlines. However, many times, we are at the mercy of the scholarship providers. The following steps are guidelines to help you in the scholarship application process:

1. Study the Scholarship Information Book.
2. Check your school email regularly as scholarship information and applications are sent electronically via email as they become available.
3. Request any needed letter of recommendation at least two weeks ahead of when you plan to mail the application.
4. Keep extra copies of official transcripts on hand so you have them when a last minute scholarship becomes available.
5. Write your essay, personal statement, and your resume. Make sure the final copy is typed and error free. Have multiple people proofread them to ensure the highest quality. Ensure that your essay clearly states why they scholarship committee should choose you over someone else.
6. Maintain a basic essay that you alter for each different scholarship. Most want to know basic information about who you are, what your plans are and why they should pick you. Simply add information for each different scholarship, personalizing the essay to meet their requirements. Do not recreate an essay from scratch for each application.
7. Type your applications - it is very impressive. If you need to, recreate the application on the computer, be sure it looks exactly like the original. You can also convert applications to PDF's and type directly on the application.
8. Pay strict attention to deadlines. Always mail early if possible. Make sure you know whether the deadline is a postmark deadline or an "in-hand" deadline. Get a certificate of mailing if you need to verify mailing.
9. Be sure to use other resources for Scholarship Information:
  - ◆ Library (Local and College) Check scholarship and financial aid publications and other resources including using the internet.
  - ◆ Colleges of your choice - check with colleges for information on their scholarship programs when you apply and contact their Financial Aid Office
10. **If you receive a scholarship award be sure to let Mrs. Ally know as soon as possible.**
11. If you are awarded a scholarship be sure to write a THANK YOU LETTER. These kind foundations have invested in your future. Make sure they know exactly how much you appreciate them investing your future. Show your appreciation with a thoughtful, well written Thank you Letter.

**Make your Application strong enough to speak for you when you're not there to represent yourself!**

## TIPS FOR COMPLETING APPLICATIONS

The best advice on applications and their proper completion comes from those who regularly review and evaluate them. The following checklist should be used as a reference point. Most scholarships are won by students who take nothing for granted and who carefully complete every application with the same eye for detail.

- Allow yourself enough time to meet scholarship deadlines. **DON'T procrastinate!!!!**
- Whenever possible, **always type**, never write! A typed application is much easier to read. (You can always recreate the document on the computer; just make sure it looks exactly like the original).
- Follow all directions. As one advisor told us, "If the application says to circle the scholarships you qualify for, then you need to circle something because otherwise you're really applying for nothing".
- Give your correct Social Security number and complete mailing address (where you receive mail). Also provide the exact, respectable, e-mail you check regularly, because most organizations notify via e-mail.
- Fill out every space, leaving no blank spaces. If called for, applicants can place an "N/A" (not applicable) or a "0" in certain spaces. Make copies of ALL applications and save in a file properly labeled with the scholarship name on each file. If you mail the application, get a certificate of mailing.
- Your name should be stated the same way throughout the application. Mike Doe or Michael Doe, Dave M. Jones or David Michael Jones. Be consistent. Make sure it is your LEGAL name so it will match with all other records.
- If there is an "activities" section on the application, use all the space provided. Provide interesting, general information. Do not attach extra sheets of paper unless the application specifically states that you may.
- When filing in sections that concern parental income, use figures obtained from tax returns, lists of assets, investment statements, and the like. Because many scholarships are need-based, this information is essential and must be correct.
- Accurately fill in the blanks. It's inappropriate to exaggerate certain information like achievement tests scores (ACT, SAT), GPA, volunteer work, family income and assets figures.
- Contact the organization or agency making the award if there is anything on the application that confuses you. The student needs to make the contact, not the parents.
- Thoroughly double-check all materials for spelling and grammatical errors; have friends, family members or teachers check, too.
- Send all forms and applications via first class mail. For follow-up purposes, note the date the application was sent. Make copies of the final version, just before you mail them, so you know exactly what you sent, in case there are any discrepancies. Also, keep all correspondence regarding the scholarship.
- Do clean up any social networking spaces. If you think the admissions officer will never look at your Twitter, Facebook profile, etc. you may be right. But more and more admission departments are looking so do not take the risk.
- Check Spam/Trash Folder often in case correspondence is accidentally sent to the wrong folder.
- Do not use sentences that explain others, put sentences in the form of your own personal story.

## LETTERS OF RECOMMENDATION

Most private colleges, competitive college major departments, some employers and most scholarship foundations will request a letter of recommendation.

Complete a resume or activities record and provide a copy to all recommenders to assist them in writing your letters. Remember, whenever possible, it is best to request recommendations only from people who know you well. Request letters from people who know you differently. For example; a teacher, coach, community athletic coach, religious person, family friend, employer, etc. In selecting people to write your recommendations, consider that you may want these letters to illustrate a balance of your interests. For instance, recommendations from an English teacher, a math teacher, and a coach would give a broad picture.

Colleges are looking for personal insights about student applicants, not a reiteration of classes taken, grades and test scores. The most effective letters are usually obtained from people who know the student very well.

The most competitive colleges usually prefer letters from teachers of college prep courses (i.e., English, lab science, advanced math, and foreign language). These faculty members have witnessed strengths in their classroom as well as personal characteristics. These teachers are often better able to promote admission than, for instance, an administrator who has not had such extended personal interaction.

When requesting a letter of recommendation, allow the writer 2 to 3 weeks for completion. Requesting the letter of recommendation early will help both you and the writer avoid the last minute rush to meet a critical deadline. Also, ask if the person will save your letter so when you need another copy, they can simply personalize it for the new scholarship and they will not have to recreate it. It is a good idea to keep extra copies on hand, so when you get a scholarship at the last minute, you already have one ready to use.

Make a personal contact with the teacher and ask if he/she is willing to support your application. Then make sure that the person who will write the recommendation has all the necessary information, such as which scholarship you are applying for. The more information the recommender has, the more personalized the letter. Things like copies of your activities record and/or resumes are often helpful when writing the letters.

When you approach each person who has agreed to write you a recommendation, mention the deadlines he or she needs to know. If your recommenders don't contact you within a few weeks to let you know that they have mailed their recommendations, check back with them.

**REQUEST LETTERS OF RECOMMENDATION EARLY!**

# Resume Examples

## Sample Resume

### John Smith, horn

100000 South Figueroa Street, Apt. #2

Los Angeles, California 90037

jsmith@jsmith.com    213.213.2132

<b><u>EDUCATION</u></b>	<b>Smith High School, Los Angeles, CA</b> <i>Graduate Valedictorian of Class</i> <i>GPA: 5.72 on 5+ scale</i>	<b>2000-2004</b>
<b><u>PERFORMANCE GROUPS</u></b>	<b>Jr. Philharmonic of California, horn 1</b> <b>Claremont Youth Orchestra, horn 3</b> <b>CSUN Youth Orchestra, asst. horn</b> <b>Orange County Youth Symphony, horn 2</b> <b>The Colburn School for Performing Arts Wind Ensemble</b>	<b>2002-2004</b> <b>2003-2004</b> <b>2001-2002</b> <b>2001-2003</b> <b>2000-2004</b>
<b><u>WORK EXPERIENCE</u></b>	<b>John and Company; Los Angeles, CA</b> <ul style="list-style-type: none"><li><i>Designed Websites</i></li><li><i>Secretarial Work</i></li></ul> <b>JS Diner; Los Angeles, CA</b> <ul style="list-style-type: none"><li><i>Waiter</i></li></ul>	<b>2003 – Present</b>  <b>2002 – 2003</b>
<b><u>VOLUNTEER</u></b>	<b>St. Mary's Nursing Home</b> <ul style="list-style-type: none"><li><i>Performed Brass Quintet Concert for Residents</i></li></ul> <b>St. Luke's Children's Hospital</b> <ul style="list-style-type: none"><li><i>Performed French Horn Solos for Children</i></li></ul> <b>Race for the Cure</b> <ul style="list-style-type: none"><li><i>Raised Money for Breast Cancer Research by Running Race</i></li></ul>	<b>December, 2004</b>  <b>December, 2003</b>  <b>May, 2003</b>
<b><u>HONORS/AWARDS</u></b>	<b>Valedictorian of Smith High School</b> <b>Captain of Baseball Team</b> <b>Most Outstanding Musician at John Smith High School</b> <b>Los Angeles Women's History Writing Award</b>	<b>May, 2004</b> <b>Spring, 2004</b> <b>May, 2003</b> <b>Fall, 2002</b>

*References available upon request.*

Sample resume for college visits or college/scholarship applications; this is an example, include information that highlight YOUR STRENGTHS!

## **Name**

**Address**

**City, State Zip**

**Phone #**

**Email Address**

## **College Major/ Career Goal:**

(include this only if you have one)

**G.P.A.:** (only if good)

**ACT:** same

**SAT:** same

## **Honors and Awards**

- National Merit Semi-Finalist, (11)
- Lamp of Learning Academic Achievement Award (9, 10, 11)
- Missouri All State Choir, (10,11)

## **High School Activities**

- Pioneer Yearbook Staff (10, 11, 12)
  - Editor in Chief (12)
- KHS Swim Team (10, 11, 12)
  - Varsity Team Captain (12)
- KHS Choir (9, 10, 11, 12)
- Spanish Club (9, 10, 11)

## **Community Activities**

- Meals on Wheels Volunteer (Summers, 2004-Present)
  - Deliver 3-5 meals to senior citizens every Saturday throughout the year.
  - Approximately 10 hours per month.
- Church Youth Group (9, 10, 11, 12)
  - Coordinated over 100 youth members for a 2-week mission trip.

## **Work Experience**

- Kirkwood YMCA Summer Gymnastics Camp Instructor (2004-Present)
  - 20 hours per week during the school year and 45 hours per week in the summer.
- Kirkwood Library (2004-06)
  - Approximately 10 hours per week during the school year.

## **Interests**

- Diving – Greenbriar Pool Dive Team (6 years)
- Dancing – Ballet, tap, jazz (10 years)

**Ken C. Hartsock**  
**3-D Modeler and Animator**

123 Elmo Avenue  
St. Paul, MN 12345  
(123) 555-1234  
khartsock@bamboo.com

**HIGHLIGHTS OF QUALIFICATIONS**

- Skilled at generating organic models and character animation.
- Creative interest in surreal productions.
- Proficient in: SGI:  
Alias Power Animator with all advanced modules  
Macintosh: MacroModel, StradaVision, Sketch, Illustrator, and FreeHand
- Lifelong pursuit of drawing, painting, modeling, music, and acting.

**RELEVANT ACCOMPLISHMENTS**

**3-D MODELING, RENDERING, AND ANIMATION**

- Contracted by Crux Corporation as 3-D animator for Virtual Space Chase video game for the new 32-bit Morris by Glenco (to be released this December):
  - Generated all animation.
  - Created human and object models.
  - Produced a realistic feel despite restricted resolution.
  - Completed project prior to deadline.
- Modeled and animated pyrotechnical effects for Blast Off's new CD-ROM game.
- Applications engineer for Flashtech, one of the largest Alias retailers in the U.S.
- Generated models and flying logos for Channel 5 in Montreal.

**FINE ARTS AND MUSIC**

- Achieved scholarship to attend Frazer College of the Arts.
- Contracted by the Museum of Native American History to construct a model of a pueblo from the first millennium.
- Won the Granby Society Scholarship for gifted painters.

**WORK HISTORY** (Concurrent with education)

2001-pres.     Marketing Associate, Sleep Safe, Inc., St. Paul, MN

**EDUCATION AND TRAINING**

BS, Multimedia, University of Minnesota, 2006

Computer:     SGI System Administration Course  
                    Advanced Animation Course by Alias

Fine Arts:     Watercolor Classes, Frazer College of the Arts  
                    Architectural Modeling Workshop  
                    Portrait Painting with Bridget Snyder  
                    Landscape Painting with Lynette Long (renowned landscape painter)



# Power Verbs for your Resume

## Leadership | Management

Aligned	Cultivated	Executed	Headed	Mentored	Orchestrated	Produced	Shaped	Unified
Chaired	Directed	Facilitated	Hired	Mobilized	Organized	Programmed	Supervised	United
Controlled	Enabled	Fostered	Inspired	Motivated	Oversaw	Recruited	Taught	
Coordinated	Evaluated	Guided	Instructed	Operated	Planned	Regulated	Trained	

## Created | Designed

Abstracted	Began	Composed	Customized	Directed	Engineered	Fashioned	Implemented	Introduced
Acted	Built	Conceptualized	Designed	Displayed	Entertained	Formalized	Incorporated	Launched
Adapted	Charted	Condensed	Developed	Drew	Established	Formed	Initiated	Pioneered
Administered	Combined	Created	Devised	Founded	Explored	Formulated	Instituted	Spearheaded

## Oral/Written Communication

Addressed	Briefed	Conferred	Developed	Enlisted	Influenced	Lectured	Observed	Read	Sold
Advertised	Clarified	Consulted	Directed	Explained	Informed	Listened	Obtained	Reasoned	Solicited
Advised	Closed	Contracted	Discussed	Expressed	Interacted	Manipulated	Outlined	Reconciled	Specified
Advocated	Coached	Conveyed	Dispatched	Fielded	Interpreted	Marketed	Participated	Recruited	Spoke
Arbitrated	Collaborated	Convinced	Distinguished	Formulated	Interviewed	Mediated	Persuaded	Referred	Suggested
Argued	Communicated	Corresponded	Drafted	Furnished	Involved	Moderated	Presented	Reinforced	Summarized
Arranged	Composed	Created	Edited	Helped	Joined	Motivated	Promoted	Reported	Synthesized
Articulated	Concluded	Debated	Educated	Identified	Judged	Merged	Proposed	Resolved	Translated
Authored	Condensed	Defined	Elicited	Incorporated	Led	Negotiated	Publicized	Responded	Wrote

## Teamwork | Collaboration (including Global/Intercultural Fluency)

Advised	Assisted	Collaborate	Coordinate	Encouraged	Helped	Interpreted	Persuaded	Referred	Supported
Advocated	Clarified	Contribute	Defined	Facilitated	Informed	Involved	Provided	Resolved	Upheld
Aided	Corresponded	Cooperate	Enabled	Fostered	Inspired	Participated	Publicized	Shared	

## Technical

Acclimated	Balanced	Conceived	Designed	Engineered	Improved	Molded	Processed	Remodeled	Streamlined
Activated	Built	Conserved	Detected	Excelled	Increased	Networked	Programmed	Repaired	Studied
Adapted	Calculated	Constructed	Determined	Expanded	Installed	Operated	Rebuilt	Replaced	Surveyed
Adhered	Centralized	Converted	Developed	Expedited	Interfaced	Overhauled	Reconstructed	Restored	Systematized
Adjusted	Channeled	Coordinated	Devised	Fabricated	Launched	Packaged	Rectified	Revamped	Upgraded
Applied	Charted	Debugged	Diagrammed	Formed	Maintained	Pioneered	Re-designed	Solved	Utilized
Assembled	Circulated	Deferred	Diversified	Fortified	Mastered	Prepared	Re-engineered	Specialized	Wrote
Automated	Computed	Demonstrated	Drafted	Generated	Modified	Printed	Regulated	Standardized	

## Critical Thinking | Research

Analyzed	Calculated	Compared	Discovered	Generated	Interpreted	Organized	Qualified	Simulated	Tested
Arranged	Catalogued	Compiled	Evaluated	Highlighted	Investigated	Persuaded	Quantified	Specified	Tracked
Assembled	Clarify	Conducted	Examined	Identified	Mapped	Prepared	Recorded	Studied	Trained
Assessed	Classified	Critiqued	Explored	Implemented	Measured	Proposed	Retrieved	Surveyed	Transmitted
Audited	Collected	Detected	Forecasted	Inspected	Monitored	Proved	Screened	Systemized	Validated

## Social Service

Accommodated	Alleviated	Attended	Consoled	Diagnosed	Ensured	Helped	Mentored	Referred	Serviced
Achieved	Answered	Augmented	Contributed	Directed	Expedited	Integrated	Mobilized	Rehabilitated	Simplified
Adapted	Arbitrated	Bolstered	Cooperated	Eased	Facilitated	Insured	Motivated	Related	Spoke
Adjusted	Arranged	Cared	Counseled	Educated	Familiarized	Interceded	Perceived	Rendered	Supplied
Advised	Assessed	Clarified	Demonstrated	Elevated	Fostered	Intervened	Preventive	Represented	Supported
Advocated	Assisted	Coached	Developed	Encouraged	Furthered	Led	Protected	Resolved	Volunteered
Aided	Assured	Collaborated	Sensitivity	Endorsed	Guided	Listened	Provided	Safeguarded	

## Sales

Accelerated	Amplified	Conserved	Deducted	Enhanced	Furthered	Improved	Maximized	Reduced	Yielded
Achieved	Boosted	Consolidated	Delivered	Expanded	Gained	Lessened	Outpaced	Stimulated	
Advanced	Capitalized	Decreased	Diagnosed	Expedited	Generated	Lifted	Reconciled	Sustained	

# Cover Letter Examples

# Cover Letter Guidelines

**Aiden Hayes**

Chico, CA 95973 | (530) 123-1234 | AHayes123@gmail.com

**OPTIONAL:** your contact info can be the same as your resume header

February 17, 2020

Date

Tesla Headquarters  
3500 Deer Creek Road  
Palo Alto, CA 94304

Recipient Name  
Title  
Company Name  
Street Address  
City, State, ZIP

**NOTE:** If you do not know how to address the recipient, try calling HR for details, OR use "Dear Hiring Committee/Team/Manager"

Re: Job #AE24963

Dear Hiring Team,

**INTRO PARAGRAPH:** Hook the reader and briefly introduce yourself. You can include the job title, your degree, and how your experience makes you a good fit. This is your chance to show the employer that you have read the job description and have researched the company.

Know someone from the company? Include them here.

I am excited to submit my application for the Application Engineer position I saw listed on LinkedIn. I am inspired by Tesla's mission to accelerate the world's transition to sustainable energy. Furthermore, as a Latino, I love that Tesla values diversity and inclusion, and can appreciate my unique perspective and insights that I would bring to their team. I am confident that my relevant education, experience, and skills related to this position merit your consideration.

With a solid software engineering background and vast skill set, I am certain that I will be an exceptional asset to Tesla. In my senior project, I developed a deployment framework mainly in Python to automate the metering process of analog water meters via internet, by means of computer vision and machine/deep learning. The solution created was so impactful that it is being integrated into the laboratory of water-meter calibration of the environmental sanitation company in Mexico, TECMA, and was submitted by my mentor and me for publishing.

**BODY PARAGRAPH(S):** Identify the employer's desired skillsets.

Give clear and concise examples of experiences/skills you have that make you a great fit for the position. TIP: use keyword/qualifications from the job description.

Through this project, I was able to apply my knowledge of HTML, CSS, and JavaScript to achieve real-time remote supervision of water usage, transforming the water-metering process in Mexico. Shell scripting was used to deploy the software into Linux-based machines. Additionally, in my scientific article, the statistical data analysis, probability models, and plotted graphics were all carried out in R. In the same way I utilized multiple languages to create a software solution for TECMA, I will implement my broad knowledge at Tesla to pioneer software that brings high performance and sustainable value to clients.

Although the enclosed resume thoroughly outlines my education and experience, I would appreciate the opportunity to demonstrate in an interview how my engineering knowledge duly fits the qualifications you are seeking. I will follow up by phone in two weeks to see if there is any additional information you would like me to provide. Thank you for your time and interest.

**CLOSING PARAGRAPH:** Reiterate your interest, thank the employer and end with a call to action: Passive Example: "I look forward to hearing from you!" Active Example: "I look forward to interviewing with you to discuss my qualifications"

Sincerely,

Aiden Hayes

# Resources

## TIPS FOR WRITING SCHOLARSHIP ESSAYS:

How to write a scholarship essay that stands out; Some helpful websites:

- <http://www.beat-tuition.com/college-scholarship-essay.html>
- <http://www.scholarships.com/financial-aid/college-scholarships/scholarship-application-strategies/tips-formatting-scholarship-application-essays.aspx>
- <https://www.fastweb.com/college-scholarships/articles/brainstorm-common-scholarship-essay-questions>
- <https://www.rivier.edu/uploadedFiles/Scholarship%20Essay%20Event%20Handout.pdf>
- <https://www.ldsjobs.org/ers/ct/articles/topics-for-scholarship-essays?lang=eng>

### How to Approach Writing an Autobiographical or Personal Essay

The intent of the autobiographical or personal essay is to allow the scholarship committee to know you better. It is not easy to stare at the blank page and know where to begin, what to include, what not to include. Before you begin, consider these points.

1. DO NOT start with your name, date, and place of birth and the names of your parents. Try to avoid repeating information that can be found elsewhere on your application form or transcript.
2. DO consider starting with a familiar saying that guides you, or a quotation that is particularly meaningful to you. This will help you focus yourself on what is important to you.
3. DO talk about what is important to you and why your goals, past achievements, past failures and what you learned from them, activities that you are or were deeply involved and committed to, and relationships that guided you in your development.
4. Use the essay or personal statement to explain something that may lead the committee to questions. For example, if you struggled academically your freshman year because you moved three times, state that and explain the situation. Use this as a place to explain what they do NOT know about you, but should know.

Start with an outline and then begin to write paragraphs about each point. Here is a sample outline.

- I. Who are you?
  - a. Personal Characteristics
    1. Strengths
    2. Weaknesses
    3. Obstacles Overcome or Currently Confronting
  - b. Important Involvement/Activities
    1. What Are They
    2. Why Are They Important
    3. How Are You Involved
  - c. Leadership
    1. Where Do You Show Your Leadership?
    2. At Home? Work? Organizations? Friends?
- II. Why should you be awarded this Scholarship?
  - a. What do you have to offer the donor: are they making an investment in a successful, contributing member of society? Will you be a good example or role model to others in your community?
  - b. How will you use the scholarship? Assume that all applicants need the money or they would not be applying. Rather than saying, "I need the scholarship because I need the money," tell the donor how it will be used. "I will use this scholarship to purchase the extra supplies needed especially for my major." With this scholarship I will be able to move into campus housing and participate in campus activities and organizations." In addition to the needed funding provided by this scholarship, I hope that this recognition will also enhance my application for internships in my field of study."

## **SAMPLE ESSAY # 1**

In the past three years I have been involved in a variety of activities, including Key Club (of which I was Vice President for two years), Jonesville High School Drama Club (through which I participated in twelve plays), National Honor Society, American Field Service (Treasurer, two years, hosted two exchange students), JHS Knowledge Bowl, and the JHS Annual (of which I am currently Editor). Many of my out-of-school activities have been associated with my church. I have been a vacation bible school aide, a V.B.S. teacher, a Sunday school teacher, a member of the church youth group, an initiator of the participant in three clown worships, a counselor-in-training and an advanced counselor-in-training at a Christian summer camp in Riverside, California, and a member of an interdenominational youth choir. In addition to my extra-curricular activities, I have excelled academically and know that I want to further my education at university. I look forward to learning for learning's sake, not just for grades, and though I am not sure what career I will work toward, I know that I eventually want my career to be one through which I can help people. I believe that my drive to help others, my determination always to do my best and achieve success, and my academic abilities qualify me for this award. In my high school career I have managed to successfully balance a frantic schedule with academics, maintaining commendable grades, and still managing to spend time with my friends and family (which I think is paramount). I believe that higher education will enable me to achieve my goals and change the world for the better.

**ANOTHER TIP:** You have to decide what details about your life you are willing to share that might set you apart. How are you going to tell or show them, what you want them to see.

## **SAMPLE ESSAY # 2**

Commitment to academic achievement and development of Leadership skills have been important aspects of my college life. I am a student in the double degree program at the University of Michigan, simultaneously pursuing degrees in the fields of Management Science (Information Systems) in the School of Business Administration and Communications in the College of Arts and Science. My cumulative grade point average is 3.26 and my average record, combined with my leadership experience and community service, merit consideration by the Scholarship Selection Committee.

My motivation, ability, and love for teaming have prompted me to combine my distinctive record of academic coursework with campus and community involvement and leadership roles. The invaluable leadership and interpersonal skills obtained from governance and participation in campus organizations have become integral components of my overall education. As president of an organization of more than fifty people, I have tremendous opportunities to fine-tune my leadership style, organizational abilities, and time management skills.

My office experience offers me practical applications for the theories I learn in the classroom, as well as the interpersonal skills I develop in other groups. My job has also given me a broader perspective on the workings of a large organization.

I plan to use my education and experience to facilitate a career in the field of management information systems. I hope my college experience will prepare me to become the capable business and community leader I envision.

My father holds education as a high priority. I, however, am only one of three children whom he has sent to the University of Michigan. The award of a scholarship could assist me substantially in the pursuit of my educational and career goals. Thank you for your consideration.



# Reference Page Sample

## Natalie Wood

Chico, CA → nataliewood@gmail.com → 530.485.1229

**OPTIONAL:** your contact info can be the same as your resume header

### REFERENCES

**Jack Deer**  
Assistant Director  
Office of Student Affairs  
California State University, Chico  
400 West First Street  
Chico, CA 95929  
(530) 898-4467  
jack.deer@csulb.edu  
Relationship: Supervisor

**POSSIBLE REFERENCES:** former supervisors, faculty, others who are qualified to comment on your work habits, achievements, personal qualifications, etc.

**Sandra Trione**  
Associate Professor  
College of Business  
California State University, Chico  
400 West First Street  
Chico, CA 95929  
(530) 898-4467  
sandra.trione@csulb.edu  
Relationship: Professor

**INFORMATION YOU CAN INCLUDE:**  
Name, Title, Organization, Address, Phone Number, Email, Relationship, etc.

**Richard Brennamann**  
Attorney at Law  
Law Offices of Richard A. Brennamann  
403 Hydra Street  
San Diego, CA 94104  
(760) 525-5842  
rbrennamann@brennamannassoc.com  
Relationship: Employer

### ADDITIONAL TIPS:

- Check in with your references and confirm preferred contact information
- Inform them about your career objectives and what qualities to emphasize
- Keep your references posted on your progress
- Send a THANK YOU letter!

## Email Introductions / Thank You Etiquette

### EMAIL INTRODUCTIONS:

#### EXAMPLE #1:

Dear Hiring Professional,

I am excited about applying for your open Account Representative position in your Sacramento office (req. #45678). My experience includes a proven three-year track record in retail sales where I was consistently ranked as a top performer. My attached resume and formal cover letter further explain my qualifications, including my bachelor's degree in marketing from California State University, Chico. I look forward to hearing from you. Thanks!

#### EXAMPLE #2:

Dear Mr. Jones,

Please accept my attached cover letter and resume in consideration for your entry-level Biologist position. I will graduate in May with a bachelor's degree in biology, achieving a 3.6 GPA while working 30 hours a week. I look forward to hearing from you to further discuss my qualifications. Thanks for your consideration.

#### EXAMPLE #3:

Dear Terry,

As a Yuba City native, I was very excited to see your posting for an entry-level social work position, as I feel connected to the area and the population. I will receive my MSW from Chico State in December and look forward to hearing from you and discussing how I can put my degree to work at your agency. Attached is my resume and cover letter. Thank you.

### THANK YOU ETIQUETTE:

#### WHAT TO INCLUDE:

- Remind them who you are, and how/where you met
- Be memorable and try to include a unique detail to stand out
- Avoid a generic thank you note
- Reiterate your interest in the job/organization
- Remind them of your qualifications
- Sincerely thank them for their time
- Give them your contact information
- Keep it brief

#### WHEN TO WRITE A THANK-YOU

#### NOTE:

It is ideal to write and send a thank-you note within 48 hours and after:

- Interviews
- Career fairs
- An encounter with a recruiter or professional
- Informational interviews

# Interviewing Guidelines

## BEFORE THE INTERVIEW

Review resume | Research the company | Practice interview | Prepare clear/concise examples of your skills | Plan attire

## DAY OF INTERVIEW

Arrive early | Portfolio (extra copies of resume, note pad, pen, references) | Positive affirmations

## AFTER THE INTERVIEW

Provide a thank you (note, email, etc.) | Follow up after 5 days of the interview

## DURING THE INTERVIEW

Listen carefully | Connect with interviewer(s) - handshake, eye contact, smile | Focus on relevant skills/abilities  
Provided clear/concise examples of skills (S.T.A.R) | Ask employer questions | SAY THANK YOU!

## COMMON QUESTIONS:

1. **Tell me about yourself.** Focus on your experience and academics. Avoid a life story. Use your resume as a foundation.
2. **Why are you interested in this job?** Great chance to distinguish yourself. Incorporate research you have done about the organization into your answer. This shows you have invested time into learning about their operations, goals, and values. It is also important to show how your qualifications or interests make you an asset to the organization.
3. **What do you know about our organization?** Make sure you have researched the organization. Demonstrate how you align with them (i.e. values, goals, mission, etc.)
4. **What is your greatest strength?** Tailor your answer to the job. For instance, if one of your strengths is leadership and you are applying for a sales job, show how your motivational skills work in both situations.
5. **What is your greatest weakness?** Focus on a skill you want to improve upon AND provide an example of what steps you are taking to develop that skill set.
6. **Why should we hire you?** Focus on what your particular contribution will be to company success: hard work, dedication, humor. We all bring something unique.

## BEHAVIORAL INTERVIEWING:

Situation	Task	Action	Result
Briefly describe the situation you were involved in.	What task(s) did you need to accomplish?	Specifically, what action(s) did you take?	What is the positive result of your actions?

SAMPLE BEHAVIORAL QUESTIONS - Use S.T.A.R. to respond to "tell me about", "describe", and "give an example when" questions:

1. Tell me about an accomplishment from the past year that you are the most proud of? Why?
2. Give me an example of a time that saved your employer time or money.
3. Please describe a situation where you used your creativity to solve a problem.
4. Tell me about a time when you went the extra mile to help a customer.
5. Describe a situation where you have gathered and analyzed facts to arrive at a decision.
6. Tell me about an experience when you dealt with an upset customer or co-worker.
7. Give me an example of a high-pressure situation you have faced this past year and how you resolved it.
8. Give me an example of a time that you showed initiative and took the lead.
9. Tell me about a time when you delegated a project effectively.

## QUESTIONS TO ASK THE EMPLOYER:

Always have at least 2-3 questions prepared for your interview...

1. What are your expectations for the person you hire?
2. What kinds of projects might I be working on?
3. Why do you like working for this company?
4. Would you describe the typical training program?
5. How is the company structured in terms of departments or divisions?
6. Please describe the travel involved in this position.
7. What opportunities do you see for growth and development?
8. I am very interested in this position—what is the next step?