

## ***Show Me the Money!***

### **Scholarship Workshop**

The process of applying for scholarships can be overwhelming and very time consuming. If you manage the scholarship process and approach it with an action plan, as you do a project for class or work, it won't seem quite as overwhelming.

#### ***Getting Started...***

1. Find out about scholarships that are available.
2. Request an application and any additional information about available scholarships.
3. Identify people who you would like to write a letter of recommendation for you.
4. Complete the application.
5. Submit the scholarship – on time!
6. Write thank you notes to the people who assisted you through the scholarship application process.

#### ***(1) Research ~ Finding Scholarships***

##### ***A. Institutional – Contact the V.P of Enrollment Services Office at TESC***

Available in November, due February 3, 2014

Go to [www. Evergreen.edu/scholarships](http://www.Evergreen.edu/scholarships)

##### ***B. Network –***

- *Friends* ~ ask friends about scholarships they've received and how they located them.
- *Organizations that you or your family are members of* ~ Labor Unions, Service Organizations, Religious Organizations, Culturally Based, Fraternities and Sororities
- *Professional Organizations* ~ Bar Association, Culturally Based (NAACP, Native American tribes), National Organization of Women
- *Local and National Organizations* ~ Olympia Garden Club, Blacks in Government, Rotary Club
- *Other Sources* ~ high school counselors, financial aid or scholarship offices at other colleges (or their websites), radio or TV stations, newspapers, local credit unions

***C. National Scholarships on the Internet*** - Many of these scholarships are quite competitive with return ratios in the 1 in 10,000 range, so choose where you focus your energies.

- Here are a few of the many scholarship search engines on the internet.

[www.fastweb.com](http://www.fastweb.com) [www.finaid.org](http://www.finaid.org)

[www.collegeboard.org/fundfinder/html/](http://www.collegeboard.org/fundfinder/html/)

[www.scholarship-page.com](http://www.scholarship-page.com)

[www.salliemae.com/scholar/content.html](http://www.salliemae.com/scholar/content.html)

[www.thewashboard.org](http://www.thewashboard.org)

#### ***(2) Letters of Recommendation***

- Ask people who know you and your work and can speak to your skills and abilities to write letters of recommendation for you.
- Request a letter of recommendation at least 3-4 weeks before the scholarship deadline.
- When asking someone to write a letter of recommendation for you be prepared to give them a copy of your resume and basic information about the scholarship (purpose, selection criteria, etc.). This allows them to tailor the letter to the requirements of the scholarship.

### ***(3) Complete the Application***

Most scholarship applications consist of an application form, letter of application or personal statement, resume and letter(s) of recommendation. If you don't have a current resume, you should contact the Career Development Center to get started on one.

In order to stay organized through the scholarship process and use your time wisely you should have a scholarship "packet". Using a notebook or folder, keep information on each scholarship that you are applying for and a checklist of the required materials and where they are in the process. Here are some other tips:

- Read the language of the scholarship announcement and make adjustments to your materials (letter of application, personal statement or resume) so that they match.
- Follow the application instructions. (If it asks for a 2 page, double spaced statement, do not submit a 3 page statement.)
- Use your Evergreen Portfolio or evaluations as a resource for personal essay information.
- No novels! They are not reasonable to read.

### ***(4) Submit the Scholarship***

Once the application packet is complete make sure to submit by the deadline. Here are a few things to keep in mind:

- Clarify whether the due date is a post-mark date or if the materials need to be received by the deadline.
- Make sure that all application materials are submitted in the format requested.

### ***(5) Thank Everyone!***

Do not forget to thank everyone who assisted you through the scholarship application process. You don't need to bring them homemade cookies, but a quick note or e-mail of thanks is greatly appreciated. Be sure to thank the people who wrote letters of recommendation for you and the people who proofread and helped you with your resume, personal statement and letter of application.

### ***Other Tips...***

- Pay close attention to deadlines.
- Be sure that your application is clear, clean and relevant to the scholarship.
- Edit your application and have it proofread by at least two people.
- Complete all requirements of the application.
- Keep copies of all application materials.
- If you miss the deadline for a scholarship, keep the material and be sure to apply for it next year.
- Be kind to the scholarship readers. Type all materials at 12pt. font; do not use "cute" fonts; print your materials on white or neutral colored paper; resume quality paper is not necessary.
- Put your name on all pages of material that you submit. Sometimes stapled or paperclipped pages get separated.

# 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.



**THE EVERGREEN STATE COLLEGE  
OLYMPIA, WASHINGTON**

## **Scholarship Rating Guidelines**

→Do a **quick reading of ALL the applications** in your group before you start ranking each individually. This step gives you an idea of who is in the pool and the range of talented individuals you will be evaluating.

→Use one of the “scoring sheets” to **record your rankings** for EACH applicant. To assist us in identifying the group you are ranking, it is important to **print your name on the ranking sheet** for each applicant.

**Letter of Application** – should be rated according to how well the applicant has articulated their area of merit/talent. For example, is the applicant stating that they should be considered because of their academic performance, achievement in music, community service, math, theater, art, etc.? You should be able to answer the question: What was it about this applicant that you found particularly attractive?

**Letters of Recommendation** – should confirm, clarify, and amplify what the applicant has said about themselves in their letter of application. Letters simply stating that the applicant is a “nice” person do not help. NOTE: Applicants are allowed to submit more materials than the criteria requires, such as letters of recommendation.

→Evaluate the applicant’s personal achievement by assessing their level of involvement in their stated areas(s) (i.e., how long has the student volunteered at the local homeless shelter?) You should also ask yourself how this applicant’s experience compares with the other applicants in your group – this is why it is so important to look at ALL the applications before completing the individual rankings.

→COMMENTS are welcomed! Comments are useful in providing feedback to applicants that may question how they might improve their applications in the future.

**PLEASE ask us if you have any questions!**

## Writing the letter of application

### Three core elements:

**Share your goals:** scholarship panels are looking to invest in your potential and want to know your sense of purpose.

**Connect your goals:** to the opportunity for which you are applying.

**Share your story:** Write about something that is personally important to you, using vivid personal experiences and supporting details.

### Telling Details:

Strive to write about details and qualities not found in a resume or your evaluations or transcripts. Examples:

- What has led you to embrace your future goals?
- What personal traits do you possess?  
What do the items in your transcript or your resume actually mean?
- What personal challenges have you faced?
- What has shaped your identity and/or outlook?

### Narrative Order:

Organize the telling details to help you articulate the core elements. Develop a logical narrative thread to tie the paragraphs tighter. Example:

- I hope to do X in my career.
- A was my first encounter with X.
- B and C confirmed my desire to work in X.
- I believe your opportunity will help me accomplish X because ...

### Generating Detail:

Anecdotes help you share telling details. Use specific personal experiences to help the reader get a mental picture of you in your world.

#### Not good

I interned in DC.

#### Better

I learned a lot about working in the govt. in DC last summer.

#### Winning

Working long hours we scoured budget amendments. I began to see how much the Senate needs youth interns.

**Not good**

I changed my mind about being Pre Vet.

**Better**

I did not like working at the animal clinic and dropped Pre Vet.

**Winning**

After having to euthanize a healthy beagle, per the wishes of its owner, I decided I could never run a Veterinary clinic.

**Not good**

I really grew from my time abroad

**Better**

I became more independent by living alone in Hungary.

**Winning**

I knew my time in Budapest had changed me when I found myself helping Americans navigate the Munich subway during a weekend trip.

**Drafting:**

A few more ideas to get the pen going and the keyboard rattling:

- Consider writing several drafts – experiment!
- Try outlining the points you intend to make/anecdotes you might present.
- Try banging out whatever pops into your head for thirty minutes and then return later to see what seems promising.
- Think about what the items on your resume mean to you. What have you learned from all your work, life, and volunteer experiences?

**Polishing your draft:**

- Try not to fall madly in love with your first draft. It's probably not that good.
- Set your draft aside; see it with new eyes the next day.
- Get input from others. Go to the Writing Center, or see your KEY adviser for help.
- Get the content where you want it, and then sweat over grammar and spelling.

# Reference Letter Resume

Name: \_\_\_\_\_  
Emphasis \_\_\_\_\_ at \_\_\_\_\_ Evergreen: \_\_\_\_\_  
Transfer college: \_\_\_\_\_ Past GPA: \_\_\_\_\_  
Name \_\_\_\_\_ of \_\_\_\_\_ Scholarship: \_\_\_\_\_  
Date to be completed: \_\_\_\_\_

## Personal Activities

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## Leadership: awards, honors ...

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## Personal Characteristics

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## Experience: volunteer, community ...

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## Academics: course work, emphasis ...

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## Work history

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Since my very early days, I've felt a deep inner draw to help people in need. In middle school I designed and implemented my first community service project, raising money to buy Christmas toys for hospitalized children. My appetite for social justice grew in high school as I acted on behalf of Appalachians, Tibetans, and a few folks in between. In college I took on the plight of our environment with "Green Machine", built houses with Habitat for Humanity, and started Adrian's Asian Awareness group. And yet, despite my commitment to serve, something was lacking.

I decided to leave college in search of some answers, and found my way to Outback Therapeutic Expeditions. This was a wilderness therapy program where "at risk" teens were sent to learn how to cope with life's problems. My job was to work eight day rotations in the field, supervising the physical and emotional well-being of my watches. I was expected to help guide these youth, while at the same time adjusting to the trying conditions myself. A typical day involved hiking with our belongings strapped to homemade backpacks, making fire from scratch, and maximizing impromptu teaching moments. I was literally and figuratively far from home, and the last thing I wanted was to be an example. I would grit my teeth, smile big, and try to say all the right things, but I wasn't convincing anyone.

At the beginning of one rotation, my co-worker Kat made a radical suggestion. "For all of this week, let's just focus on showing the students love. Let's not worry about anything other than making sure they know how much we care." Those eight days changed my life. I was shaken by a realization: I hadn't really been caring about these kids at all. In fact, I hadn't really been caring about the Appalachians, the Tibetans, the homeless, or even the environment. All this time I had been seeing these individuals and groups as objects – something that I could use to elevate my own feelings of accomplishment and success. Ironically, that is the reason why any sense of genuine satisfaction had completely eluded me.

Words can not express the transformations which occurred that week. The teens were immediately aware that something was different. For the first time, I found myself truly listening to their opinions – and complaints. Even though I could not fix their situation, I could see them as real people with worthwhile concerns. Rather than just living the same rough life side by side, we were living the same rough life *together*.

It was in that moment that my missing puzzle piece was found. After spending nine months with Outback, I donated a year of my life to AmeriCorps. Amidst a whirlwind of activities, my greatest accomplishment was being a friend and a mentor to elementary school students. As a volunteer, I was able to spend quality one-on-one time with the children whereas the teachers could not; I was privileged to watch as these pupils learned to express both personality and academic potential. Returning to college has brought me to the Rachel Corrie Foundation, where I offer my office skills toward their grand mission of peace in the Middle East. Both of these experiences have only further heightened my commitment to serve. I've realized that it is not simply the process of aiding others, but actually *connecting* with them, that makes life vivid for me.

It is crucial that I enter a profession which fosters these connections, that I may know my life's work is contributing to a greater good. Through the reflective and introspective education that Evergreen has provided me, it has become clear that my calling is to be a naturopathic doctor. This is the job that I dreamed of as a child, and it continues to speak to me as an adult. This path would draw on my analytical and problem solving skills, while enabling me to channel these talents toward the benefit of others. Indeed, I cannot imagine a more gratifying career, nor one better tailored to my abilities and interests. To pursue this goal, it is imperative that I am able to complete my academic endeavors. Receiving this scholarship would allow me to fulfill the courses that I need at Evergreen, guaranteeing me the ability to pursue a career as a naturopathic doctor. Thank you for your time & consideration of me for the KEY Student Services Scholarship.