

Junior (February / Unit 10):

Scholarship Search and Resume Writing

Objective: *Research at least 3 college scholarships and create a resume.*

To successfully complete this unit and receive your stipend, complete the following activities:

- Complete all activities in this unit.
- Complete and include your **Student Grade Check** form.
- Include your parent/guardian’s signature on the **Evaluation Sheet**.
- Complete the **Stipend Request** form.
- **Have site sponsor sign the Mid-Month Check-In** (*does not need to be finished*) by _____ .
- **Be prepared to review it with UB staff on** _____ .

Stipend Requirements

Stipend Amounts	Possible Portfolio Completions
Complete = \$40.00	<ul style="list-style-type: none"> • <u>Unit 100% complete</u>: turned in on time, parent/guardian signature, and site sponsor signature.
Partial = \$30.00	<ul style="list-style-type: none"> • <u>Unit 75% complete</u>: includes parent/guardian and site sponsor signatures. • <u>Unit 100% complete</u>: includes parent/guardian signature; <u>does not</u> include site sponsor signature.
Partial = \$20.00	<ul style="list-style-type: none"> • <u>Unit 100% complete</u>: <u>does not</u> include parent/guardian signature. • <u>Unit 50% complete</u>: includes parent/guardian and site sponsor signatures.
Incomplete = \$0	<ul style="list-style-type: none"> • <u>Unit less than 50% complete</u> (even if unit includes parent/guardian and site sponsor signatures)

What to do if you are absent on portfolio visit days!

Planned Absences (e.g. sports games, field trips, etc.)	Unplanned Absences (e.g. sick, flat tire, abduction by aliens, etc.)
<ul style="list-style-type: none"> • Give your binder to your site sponsor <u>before you leave</u>. UB staff will review your work, and you are eligible for a full \$40 stipend. • If you forget to leave your binder with your site sponsor before you leave but turn it in to your sponsor the <u>first day you return</u>, you are eligible for a \$20 maximum stipend (even if the unit is fully complete). If there are unforeseen problems with finishing your unit, <u>notify your site sponsor and/or UB staff immediately</u>. 	<ul style="list-style-type: none"> • Give your binder to your site sponsor <u>the day you return to school</u>. You are still eligible for a full \$40 stipend. • If you forget to give your binder to your site sponsor <u>the day you return</u>, you have <u>24 hours</u> to turn in your unit for a \$20 maximum stipend (even if the unit is fully complete). If there are unforeseen problems with finishing your unit, <u>notify your site sponsor and/or UB staff immediately</u>.

Upward Bound Contacts

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Personal Affirmation

At the beginning of each portfolio unit, you will include your personal affirmation. Much like Martin Luther King, Jr.'s "I Have a Dream" speech, each of us has dreams, affirmations, and hopes for our lives. By writing down your goals and dreams, you make commitments to yourself, use positive self-talk, and figure out how to overcome obstacles that stand between you and your college education!

Write your affirmation by describing who you are – or strive to be! For example, you could say, "I am an intelligent, committed, and creative daughter/son/student/young woman." **Choose 3 adjectives to describe you who are and strive to be.**

"I am a/an _____, _____, and _____."

(adjective) (adjective) (adjective) (your role)

Step 1: Identifying Scholarships

Next year, you will be applying to at least 3 scholarships for the February senior portfolio. This can be a very stressful, overwhelming period of time for seniors, so we want you to gather information and scholarship applications NOW!

To complete this unit, you will have to submit information on at least 3 scholarship applications that you will be applying for next fall.

In searching for potential scholarships, you will find that there are 2 different types of scholarships:

Outside Scholarships

These scholarships are selected by organizations outside of the school. They do not necessarily specify a student attend a specific school to receive their awards.

General / Institutional Scholarships

These scholarships are awarded by the college. Incoming freshmen must first apply for admission to the college before they can be considered for general / institutional scholarships. Most colleges have this type of scholarship application process.

If the schools you are interested in attending have general or institutional scholarships, you should apply for them before looking for outside scholarships. Some schools, like *Northern Arizona University*, have an application process in place for these scholarships, and you must complete a general scholarship interest form. Other schools, like the *University of Arizona*, do not have a separate process to apply for general or institutional scholarships. Instead students are considered for scholarships as a part of their UofA admission application.

Warning: You should never have to pay an individual or group to find scholarships for you.
You can easily research and apply for scholarships yourself.

Identifying and Printing Your General and/or Institutional Scholarship Applications

Select 2 postsecondary schools that you would like to attend. Visit the websites for these two schools and locate the scholarship office web page at each one. You should start with the Financial Aid and/or Admissions offices at each school.

Locate the information regarding each school's general or institutional scholarship application processes. You will notice that some schools have specific applications for entering freshmen.

If 1 of your schools does not have a separate process to apply for general or institutional scholarships (like UofA), you should note the deadline to submit your admission application, even if the date is for this school year. You will at least know that, next year, you will roughly have the same deadline.

Read over the different scholarship options available to entering freshman at each of the 2 schools you selected. Identify those for which you are eligible. Download and print the applications, if you have that option. If not, print any information on each school's scholarship process.

Identifying and Printing Your Outside Scholarship Applications

You now need to locate some outside scholarships. Remember that to finish this unit you will have to submit at least 3 scholarship applications which you will complete at a later date.

To find outside scholarships, *FastWeb* is a great and FREE resource to start your research (www.fastweb.com).

Fill out the “Search Scholarships” box on the homepage. *FastWeb* will ask you to create a customized profile. Be as specific as possible. Over 600,000 scholarships in the *FastWeb* database are based on location, age, school year, heritage, interests, etc. Complete every question thoroughly to qualify for as many scholarships as possible. Search your results for scholarships in which you are interested.

Follow the link to the provider’s website for each of the scholarships you have selected. If possible, download / print the each application. Even if you have to apply online you should print a copy.

Other Sources for Potential Scholarships

- **Seniors at Your High School** – Talk to seniors at your school to learn about scholarships they have applied for and/or received. They may know about local scholarships that don’t show up on college websites.
- **High School Counselors** – When you evaluate your transcript with your counselor, you can also get scholarship information from them. Many scholarships send information directly to high school counseling offices, so be ready to be a familiar face in the counseling office as a junior AND senior!

Step 2: Scholarship Application Plan

List at least 3 scholarships you plan to apply for during your senior year. We encourage you to research more than 3!

SCHOLARSHIP	DEADLINE	ELIGIBILITY CRITERIA

Step 3: Importance of a Resume

The resume is a marketing tool that allows an employer to assess your qualifications quickly. Most resumes are initially read for 15 seconds or less (three to five seconds if they are unsolicited). Your job is to help the reader form a mental picture of you and your activities. Between tens, hundreds, and even thousands of resumes, the employer needs to ascertain the benefits you are offering his or her company. He or she will do this by looking at your past accomplishments.

Look at the following websites for a basic understanding and importance of a good resume.

<http://www.rockportinstitute.com/resumes.html>

<http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/jobs.aspx>

What were 3 helpful tips from the websites?

- 1.
- 2.
- 3.

Note: If you already have an updated resume, we ask that you change a few things on it, such as the font, titles, layout, adding / subtracting items that you learn from the websites and info below, etc.

If you do not have a resume, or if it is not current, please create or update a resume.

In order to receive full credit, you must have a copy of an updated resume in your binder.

Step 4: Resume Basics

The Style and Appearance of Your Resume

- **Easy to read:** clear, professional font; correct grammar / spelling (again have a friend/teacher edit); current information; no white out or hand-written corrections; printed on good quality paper.
- **1 page TYPED.** At this point in your life, you will not have enough information for a longer resume.
- **Be honest.** Any misrepresentation will come back to haunt you—if not in the interview, then on the job.
- **Make yourself stand out.** Remember when you submit a résumé for school, a scholarship, or a job, you are competing with other applicants.

Writing in Your Resume and Describing Your Skills

- **Word overuse.** Make sure you use a variety of words in your writing of a particular word.
- **Use specific verbs.** You want to show actions you have taken.
- **Teamwork is great.** If you worked with someone on a project, say it. Don't take credit for solo work that wasn't solo. Words and phrases such as: *collaboration*, *in conjunction with*, *team member*, or using the prefix 'co-' (such as *co-design* or *co-facilitate*) indicate that you worked with someone.
- **Importance of "Power Words".** Look at the Rockport Institutes' website for "power words" to use describing your skills and experience. (<http://www.rockportinstitute.com/powerwords.html>).

Which power words and/or phrases from the website will you be using?

- 1.
- 2.
- 3.
- 4.
- 5.

Additional Tips and Additions for Creating Your Resume

- **Do not** use personal information such as age, race, marital status, religion, sexual orientation, etc.
- **Do not include the word "resume" at the top of page one** or the date you prepared the document.
- **Use a dictionary and thesaurus** to understand and express accurately your skills/abilities for the job. They are also extremely helpful when using a variety of words to describe your skills and need new ways of expressing yourself!

- **Check your first draft for accuracy and completeness.** Check your final copy for errors before printing. Have a teacher, school counselor, relative and/or friend review your resume for errors and accuracy!
- **Keep all notes and files** you used to prepare your resume, and add to them at least twice a year. You should update information regarding your recent activities and jobs so that you will always have current data for future resumes.
- **References: list at least 3 names with their titles, addresses and telephone numbers.** We recommend that your references to be “professional” references (such as teachers, counselors, employers, mentors, etc) rather than “personal” references (such as relatives or friends). Before you include anyone on this list, talk with them and make sure you have their permission to use their name as a reference. Never use a reference without telling them first! Write those individuals’ information on the lines below.

Reference Name	Title	Phone Number	Email

Step 5: Study Two Different Types of Resumes

Next you will find 2 examples of resumes. Because you are just beginning your academic and work experiences, you will be creating a **combination resume**. This type of resume emphasizes an applicant’s skills (such as language fluency, technology skills, etc.), qualifications, service learning opportunities and education. This is a great format to use if you have little to no work experience.

Example of a Combination Resume: http://www.careerccc.org/products/cp_99_e/section2/sample.html

Brenda Labelle
P.O. Box 2534
Chibougamau, Quebec
G8P 2G1
Canada
Phone: (418) 293-4519
Email: Brenda.labelle@email.com

Skills

- Fluent in Cree, English and French
- Bookkeeping and finance experience
- Excellent administrative skills and knowledge of current office technology
- Accurate keyboarding skills: 70 wpm
- Strong organizational skills
- Excellent communication and multitasking skills
- Proficient user of Microsoft Word, Excel, Access, and PowerPoint
- Cooperative colleague and productive team member

Work Experience

- 2006-2007 **Cree Indian Centre of Chibougamau Inc.** (Ontario, Quebec).
Duties: clerical tasks, including reception, typing and filing; assisted with bookkeeping and data entry. Results: maintained welcoming and professional office environment. Created more efficient bookkeeping and data entry system, resulting in greater ease of producing clerical data.
- 2003-2006 **Cree-Naskapi Commission** (Ottawa, Ontario).
Duties: clerical tasks; assisted with bookkeeping.
Results: maintained professional relationship with colleagues.
- 2002-2003 **Native Friendship Centre of Montreal** (Montreal, Quebec).
Duties: reception, clerical.
Results: maintained professional relationship with colleagues.

Education

- 2003-2006 **Algonquin College of Applied Arts & Technology** (Ottawa, Ontario).
Major: Business Administration
- 1999-2003 **Maclean Memorial School** (Ontario, Quebec).
Secondary Five Graduation Diploma.

Community Service

Native Friendship Centre of Montreal (Montreal, Quebec): organized social activities, including a drop-in center, and led traditional teachings workshop.

(Example of a Chronological Resume: <http://jobsearch.about.com/od/resumes/p/resumetypes.htm>)

Daniel Hiller
882 Fairley Ave
San Diego, California
Phone: (403) 712-1318
Email: DHiller@hotmail.com

Career Objective

To exceed clients' expectations through strong communication and inspired designs utilizing the most innovative technology

Education

Master of Fine Arts (Graphic Design Production Program) **Northwest College of Art, 2008**

Award: Dean's List Candidate, 2006 – 2008

Bachelor of Fine Arts (Fine Arts Major, Creative Writing Minor) **Simon Fraser University, 2006**

Award: Tom Lee Memorial Scholarship, 2002 – 2006

Work Experience

- 2008-present *Graphic Design Production, Northwest College of Art*
Updated the program's student placement contact list; produced showcase "Victims of Violence" brochure for campus-wide distribution
- 2008-2009 Designed, illustrated, wrote copy for coloring page "12 Basic Rules of Safety for Children." 1st runner-up of 54 designers. Design to be used in activity book
- 2008 *Business Sector, Northwest College of Art*
Designed custom t-shirts for college bookstore.
- 2005-0207 *Film, Television, and Theatre Department, Northwest College of Art*
Created, developed, improvised, and performed a variety of roles in numerous productions
- 2006-2007 *Transport Canada (Quick Messenger Service)*
Organized and delivered time-sensitive material

Computer Skills

Quark XPress 3.31, 3.32 and 4
Adobe Illustrator 6.0 and 7.0
Adobe Photoshop 4.0.1 and 5.0
Highly – Skilled: Macintosh and Microsoft Operating Systems

Step 6: Practice First and Fill In the Blanks

Before you create your resume, fill out the following blank resume with your information. This way, when you create your resume, you will only need to type in your information, and you'll be familiar on how to visually create it.

(Your Name) _____
(Street Address) _____
(City, State, Zip Code) _____
(Phone Number) _____
(E-mail Address) _____

Skills

(List computer, language or other personal skills here)

-
-
-
-
-

Education

(High School Name, City, State) _____

(Dates of attendance) _____

Work Experience *(you should at least have your Academy 2010 job placement, even if it is the only one!)*

(Company / Organization Name, Dates of Employment) _____

- *(Job Title, description, responsibilities)* _____

(Company / Organization Name, Dates of Employment) _____

- *(Job Title, description, responsibilities)* _____

Activities

(sports, clubs, honor societies, etc., and dates of involvement)

-
-
-

Achievements

(List academic and/or other achievements and dates)

-
-
-

Volunteer Experience / Service Learning *(you should at least have your Academy 2009 service learning site!)*

(Organization Name, Dates of Service and number of hours volunteered) _____

- *(description and accomplishments)* _____

(Organization Name, Dates of Service and number of hours volunteered) _____

- *(description and accomplishments)* _____

(Organization Name, Dates of Service and number of hours volunteered) _____

- *(description and accomplishments)* _____

References

(Reference name, his/her title and way to contact him/her, such as email, phone number, etc)

- 1.
- 2.
- 3.

Step 7: Build a Resume. Now It's Your Turn!

Using a template from Microsoft Word, now create your resume based on the writing tips, power words and the personal information you filled in above.

You're finished!

Make two copies of your new and updated resume: 1 for the UB staff and 1 for your portfolio binder.

Scholarship Essay Question

It is now time for you to begin preparing for the many scholarship essays you will have to write during your senior year! Remember that scholarship essays are similar to admission essays required by some universities.

Practicing these essays benefits both!

Limit your essay to 2 paragraphs. Your essay must be typed.

Note: Essays not typed will result in an immediate \$10 deduction from your portfolio stipend!

Discuss your involvement in and contributions to a community near your home, school, or elsewhere. Please select an experience different from any you discussed in previous questions. What did you accomplish? How did this experience influence your goals?

JUNIOR PORTFOLIO MID-MONTH CHECK – IN SHEET

February / Unit 10 • Scholarship Research and Resume Writing

Student Name: _____ Date: _____

Directions: To obtain full credit complete this check-in sheet of your unit work.

- It is advisable that you take time to think of what portfolio work you need to complete between now and the day your portfolio is due, and get to work on it!
- Please circle the appropriate response and answer in complete sentences where asked.
- **Site Sponsor must sign Check – In Sheet by due date on the 1st page of your portfolio unit.** This is typically 1 week before your portfolio visit.

1. What parts of the unit have you completed?

- a) all of it
- b) half or more
- c) very little of it
- d) none of it

2. What parts of the unit do you still need to complete?

3. What part of this unit, if any, are you having difficulties with? Why?

4. What type of help do you need, if any, in order to complete unit by the due date?

FOR SITE SPONSOR TO COMPLETE:

Unit at least ½ complete: Y N

Site Sponsor Signature _____

Date _____

JUNIOR FEEDBACK AND EVALUATION SHEET

February / Unit 10: Scholarship Research and Resume Writing

Student Name: _____

Directions: To obtain full credit

- You are required to fully explain your answers to the following questions in full sentences. **Simple yes or no responses are not acceptable.**
- It is advisable to take time to think of what was interesting to you, what you learned, and why.

1. What are your concerns about financing your education? If not, what makes you feel secure about paying for college?

2. Evaluate yourself as a writer. What are areas where you excel as a writer? What are the areas you could work on? How did this unit help you feel more secure about writing both an essay for a scholarship application and a resume?

3. Are your references on your “dream team”? Could they be? Why would you ask them to be your references?

4. How could you improve your chances of being qualified for more scholarships?

5. Please list all of the skills that you had to use to complete this unit. What were the new skills, how did you learn them, and will they be useful in other areas?

Parent:

1. Do you have any questions about scholarships and financing your child’s education?

Student Signature

Date

Parent Signature

Date

Phone Number(s)

Parent E-mail