

Senior (November / Unit 15):

Scholarships/Essays, Resume, Recommendation Letters and Senior Timeline Check List

Objectives: *Research and apply for three scholarships, update your resume and obtain recommendation letters*

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

Diana.betoney@nau.edu

Verlinda.folgheraiter@nau.edu

Sarah.friedmann@nau.edu

Phone: 800.628.4494 / 928.523.6988

www.nau.edu/ub

Personal Affirmation

Write your affirmation by describing who you are – or strive to be!

“I am a/an _____ , _____ , and _____ .”
 (adjective) (adjective) (adjective) (your role)

Don't forget your affirmation – and your commitment to yourself. You will write it each month!

Step 1: Scholarships

To finish this unit, you will have to submit **three completed scholarship applications**. Whatever you do, don't let this requirement stop you from submitting more than three applications. After all, it's free money!

The two different types of scholarships you most likely will be applying for are:

1. Outside Scholarships: These scholarships are selected by organizations outside of the school. They do not necessarily specify that a student must attend a specific college/university to receive their awards.
2. General or Institutional Scholarships: These scholarships are awarded by the school. Incoming freshmen must first apply for admission to the college or university before they can be considered for any general or institutional scholarships. Most colleges and universities have this type of scholarship application process.

Arizona University Scholarship process:

1. **University of Arizona**
 - Automatically considered for scholarships as long as a complete application for admission, transcripts and test scores have been received: <https://financialaid.arizona.edu/scholarships/>
2. **Northern Arizona University**
 - You must fill out the scholarship application that will be available some time in January 2011: http://home.nau.edu/finaid/scholarships/Schp_Appl/default.asp
 - Also look at the Office of Financial Aid's website on all scholarship money available from NAU: <http://home.nau.edu/finaid/Scholarships/default.asp>
3. **Arizona State University**
 - ASU utilizes a general scholarship application that will be available later in the school year. Visit the ASU financial aid website to review the different scholarship money available to students: <http://students.asu.edu/scholarships/general>
 - Use the ASU “Freshmen Merit Scholarship Estimator” to determine the amount of scholarship money you might be eligible for: <http://students.asu.edu/scholarships/estimator>
 - All Arizona residents entering ASU full-time the fall semester immediately following high school graduation are automatically considered for the *Obama Scholarship*. You must submit your FAFSA by March 1st to meet the priority deadline!

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 may have a separate application process in place for these scholarships.

Warning!

Be very careful about paying an individual or group to find scholarships for you. You should be able to research and apply for scholarships yourself without incurring any fees just as effectively as these scholarship services can.

Step 2: General and/or Institutional Scholarship Applications

1. List three postsecondary schools that you have applied to (or more, if you have applied to more than three):
 -
 -
 -

2. Visit the websites for these three schools, and locate the scholarship office web page at each one. You will typically start at the school's Office of Financial Aid.
3. 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.
4. If one of your schools does not have a separate process to apply for general or institutional scholarships (like the University of Arizona), move on to the next school.
5. Read over the different scholarship options available to entering freshman at each of the three schools you applied to. Identify those for which you are eligible.
6. **Download and print the applications if they are available.** If they are not available, record the priority deadlines for scholarship applications and/or the deadlines from last year.

Step 3: Outside Scholarship Applications

1. If you were not able to print three general or institutional scholarship applications (because one or more of the schools you chose did not have a separate process to apply for general or institutional scholarships), then you will have to locate some outside scholarships. **Remember that to finish this unit, you will have to submit three completed scholarship applications.**
2. You should always begin with your school counselor and school website. Your high schools have a wealth of information at your fingertips! Visit your school counselor, career center, etc., and ask for information on available scholarships.
3. To find outside scholarships, *Mapping Your Future* also provides a variety of scholarship search engines at one location: **<http://mappingyourfuture.org/paying/scholarshipresources.htm>**.
4. We particularly recommend *FastWeb* as a great resource for scholarship searches: **www.fastweb.com**. Create a free, customized profile at *FastWeb*, and be as specific as possible: many scholarships are based on location, age, heritage, grades, sports, etc. By including as much information about yourself, you narrow down your scholarship!
4. **Complete/print any scholarships where you meet the criteria, and include in your portfolio unit.**

Step 4: Tips for Completing Your Applications

Read the following tips and complete all of the steps.

TIP #1: Apply only if you are eligible.

Read all the scholarship requirements and directions carefully, and make sure you're eligible before you send in your application. However note that a scholarship may prefer a specific kind of student – such as a woman – but men might be able to still apply for the scholarship.

TIP #2: Watch all deadlines.

To help keep yourself on track, impose your own deadline that is at least two weeks prior to the official deadline. Use the buffer time to make sure everything is ready on time. Don't rely on extension, as very few scholarship providers allow them.

TIP #3: Complete the application in full.

If a question doesn't apply, note that on the application. Don't just leave a blank. Be sure to supply all additional supporting material, such as transcripts, letters of recommendation and essays.

TIP #4: Follow directions.

Provide everything that is required. Don't supply information that is not requested, such as marital status or a photo, as you could be disqualified.

TIP #5: Neatness counts.

Always type your application, or if you must print, do so neatly and legibly. Make several photocopies of all forms before you fill them out. Use the copies as working drafts as you develop your application packet.

TIP #6: Make sure your application gets where it needs to go.

Put your name (and Social Security number, if applicable) on all pages of the application. Pieces of your application may get lost unless they are clearly identified.

TIP #7: Keep a back-up file in case anything goes wrong.

Before sending the application, make a copy of the entire packet. If your application goes astray, you'll be able to reproduce it quickly.

TIP #8: Give it a final once-over, and ask for proofreaders.

Proofread the entire application carefully. Be on the lookout for misspelled words or grammatical errors. Make sure to ask a friend, teacher, parent, and/or Upward Bound staff member to proofread it as well.

Make copies of your completed scholarship applications, including supporting materials, and put them in your portfolio binder or college research folder.

Scholarship Research – Minimum Three Scholarships		
Scholarship Name	Criteria	Deadline(s)

Step 5: Tips for Writing Your Scholarship Essays

The personal essay is the hardest part of your scholarship application, but it's also the part of the application where you can really shine through and show the scholarship committee who you are. If you need to write essays for any of your scholarship applications, you should read the following tips and complete all of them. We will be looking for the required information in your binder.

TIP #1: Think before you write.

Brainstorm to generate some good ideas and then create an outline to help you get going. You will need to make an outline for each scholarship essay you have to write.

Make a copy of each outline, and put them in your three-ring portfolio binder or college research folder.

TIP #2: Be original.

The judges may be asked to review hundreds of essays. It's your job to make your essay stand out from the rest. Be creative in your answers.

TIP #3: Show, don't tell.

Use stories, examples and anecdotes to individualize your essay and demonstrate the point you want to make. By using specifics, you'll avoid vagueness and generalities and make a much stronger impression.

TIP #4: Write an essay that makes a strong impression.

The key to writing a strong essay is to be personal and specific. Include concrete details to make your experience come alive: the who, what, where, and when of your topic. The simplest experience can be monumental if you present honestly how you were affected.

TIP #5: Develop a theme.

Don't simply list all your achievements. Decide on a theme you want to convey that sums up the impression you want to make. Write about experiences that develop that theme.

TIP #6: Know your audience.

Personal essays are not one size fits all. *Write a new essay for each application—one that fits the interests and requirements of that scholarship organization.* You are asking to be selected as the representative for that group. The essay is your chance to show how you are the ideal representative.

TIP #7: Submit an essay that is neat and readable.

Make sure your essay is neatly typed. Double-space the essay, provide adequate margins (1"-1 1/2") on all sides, use a "professional" looking font (such as Times New Roman, Arial, Tahoma, Perpetua, Bookman Old Style, etc) and use 11 or 12 point font size.

TIP #8: Make sure your essay is well written.

Proofread carefully, check spelling and grammar and share your essay with friends, teachers, and Upward Bound staff members. Other pairs of eyes can catch errors you might miss.

Make copies of each scholarship essays, and put them in your three-ring portfolio binder or college research folder.

Step 6: Requesting Letters of Recommendation

Some scholarship applications will require letters of recommendation. Even though you will not write these letters, you are responsible for making sure they get written. There is a lot you can do to ensure they are the best letters possible.

If you need letters of recommendation for any of your scholarship applications, you should read the following information and complete all of the numbered steps.

Who Should Recommend You?

The best recommendations come from people who have worked closely with you and who understand the award for which you're applying. **Teachers** and **professors** are excellent sources, but also consider **previous employers, coaches, clergy members** and **community leaders**.

Pick someone who can address the award's special criteria or the sponsoring organization's particular interests. For example, the director of the homeless shelter you volunteer at would be a great reference for an award sponsored by a community service group.

Don't ask a family member for a recommendation. Their praise won't have the credibility needed to impress colleges.

When to Ask for a Recommendation Letter

Plan ahead! Compile a file of letters before you need them. Ask for letters right after you've finished a class, semester, sport, etc. If you wait until you need the letter (maybe a year down the line), you risk losing it because the teacher, coach, etc. doesn't remember you.

Make It Easy

The people writing your recommendations are doing you a favor, so make it easy for them by being organized. Here's how:

- Provide ample time for the letter to be written. Give at least three weeks advance notice.
- Make a formal request. Schedule an appointment to discuss the recommendation fully.
- Supply your recommender with as much information as possible, including:
 1. Materials/information needed for the application, including two copies of any forms the recommender is to fill out (for a rough draft and a final draft); the full title and description of the award; the correct name, title and mailing address of the recipient; a copy of your completed scholarship application/essay; complete instructions on how the letters should be handled; and correct deadline information.
 2. Information about your achievements, such as your transcripts, your resume, and reminders of your past work with the recommender (e.g., a description of coursework, a copy of an essay or class project, etc.).
 3. A copy of the **Letters of Recommendation Personal Data Form** included in this unit.

If you're concerned that your recommender has forgotten your letter, gracefully remind them by asking if they need more information.

Stay Organized

Once your letter has been sent, be sure to send a thank-you note to your recommender.

Create a file where you can store your letters until you need them. You should keep this file in a safe place. If you don't already have some kind of personal filing system at home, now is a good time to make one. As your senior year progresses, you will receive a lot of information (letters from schools and colleges, financial aid information and awards letters, informational packets from schools and colleges, etc.), and you will need a place to keep it all.

It's a lot to keep in mind, but all this work should produce great letters of recommendation!

It is IMPORTANT that this form be filled out accurately and completely to aid the people in preparing the recommendation for your use in applications for college, or employment.

LETTERS OF RECOMMENDATION: PERSONAL DATA FORM	
Full Name:	
Address:	
Phone Number(s):	
E-Mail:	
Four Potential Recommendation Letter Writers:	
1.	2.
3.	4.
Check All That Apply	
Describe your college / career plans:	
<input type="checkbox"/>	I plan on attending community college.
<input type="checkbox"/>	I plan on attending a vocational/technical program
<input type="checkbox"/>	I plan on attending a 4 year college/university
<input type="checkbox"/>	I plan on receiving my AA degree
<input type="checkbox"/>	I plan on receiving my Bachelor's degree
<input type="checkbox"/>	I plan on pursuing an advanced degree. Circle the degree(s): MA MS MSW Med PhD PhEd MD JD Other
Check all advanced courses which you have completed or in which you are currently enrolled. If they are AP or Honors courses, please indicate that as well.	
<input type="checkbox"/>	Physics (AP or Honors)
<input type="checkbox"/>	Chemistry I or II (AP or Honors)
<input type="checkbox"/>	Anatomy and Physiology (AP or Honors)
<input type="checkbox"/>	English (AP or Honors)
<input type="checkbox"/>	Calculus (AP or Honors)
<input type="checkbox"/>	Advanced Math:
<input type="checkbox"/>	Government (AP or Honors)
<input type="checkbox"/>	History (AP or Honors)
<input type="checkbox"/>	Biology I or II (AP or Honors)
<input type="checkbox"/>	Other:
If there is anything unusual about your transcript (i.e. classes not taken, grades, etc.) please explain:	
Check all extra-curricular activities that you participated in during school. If there is a reason you have not been active in school activities, please explain.	
<input type="checkbox"/>	Sports:
<input type="checkbox"/>	Student Council (list office):
<input type="checkbox"/>	Clubs (list):
<input type="checkbox"/>	Cheerleading
<input type="checkbox"/>	Band
<input type="checkbox"/>	Orchestra
<input type="checkbox"/>	Drama / Theatre
<input type="checkbox"/>	Robotics / Science
<input type="checkbox"/>	Academic / Honors Organizations (list):
<input type="checkbox"/>	Other (list):

List any awards and/or honors (and dates) you have received.

List community service in which you have participated.

Describe work or volunteer experiences you have had.

Describe your travel experiences and what you learned from them.

If there is something special or unique about you that you would like to have mentioned in the letter, please explain.

Describe your personal and professional goals.

Step 7: Resume

Include an updated resume with your portfolio unit.

Even if your resume is up to date, check the websites below for new ideas on how to keep your resume fresh! Think about creating 2 different types of resumes, such as a chronological resume and a functional resume, and make sure your resume is formatted like an example at one of the websites. In order to receive full credit and the maximum stipend for this unit, you must have a copy of an updated resume in your portfolio binder.

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

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

Resume Writing Tips

- **Easy to read.** Use a clear, professional font; correct grammar/spelling (have a friend/teacher edit); current information; and printed on good quality paper.
- **1 – 2 pages typed.** At this point in your life, you should be able to fit your resume on 1 page.
- **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 resume for school, a scholarship, or a job, you are competing with other applicants.

Avoiding Poor and/or Imprecise Writing in Your Resume

- **Specific, action verbs.** You want to show actions you have taken, such as *created, encouraged, maintained, accomplished, updated, coordinated, corrected, etc.*
- **Depersonalizing.** Avoid using sentences beginning with “I ...”. Instead of writing, “I worked on a robotics project,” say, “Worked on a robotics project ...” Unless asked for, all information on your resume should be short, concise and abbreviated. There should be no reason to write full sentences on a general resume at this point in your life.
- **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.
- **Accomplishments versus duties.** Make sure that you convey what you have “done” and accomplished. For instance, “Responsible for stocking shelves ...” does not show your results and only states your job duties. However, “Consistently and correctly kept all office shelves stocked” gives the reader a clear idea of what you did and accomplished.
- **Overuse of a particular word.** Use a variety of words to more accurately describe your work experience and job responsibilities.
- **Personal information.** Never include personal information, such as age, marital status, sexual orientation, race, religion, etc., on a resume. You should also not include a photo of yourself.

SENIOR PORTFOLIO MID-MONTH CHECK-IN SHEET
November / Unit 15 • Scholarships/Essays, Resume, Recommendation Letters and
Senior Timeline Check List

Student Name: _____

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 _____

SENIOR FEEDBACK AND EVALUATION SHEET

November / Unit 15:

Scholarships/Essays, Resume, Recommendation Letters and Senior Timeline Check List

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. How is the process of finding money for college going? What are your concerns about financing your education? If not, what makes you feel secure about your college money situation?

2. Evaluate yourself as a writer. Do you think you are a competent, clear writer? What are areas that you could work on in your writing? Did this unit help you feel more secure about writing an essay for a scholarship application?

3. Who did you ask for a letter of recommendation? Why did you ask that person to write a letter for you?

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

Parent:

1. Do have any questions or concerns about how your student will pay for his/her college education? Please list them below, and we will do our best to address them.

Student Signature

Date

Parent Signature

Date

Phone Number

Parent Email