

# UtahFutures SCHOLARSHIP TOOLKIT



Keeping a solid scholarship résumé is important.

Your scholarship résumé is a lot like your work résumé.  
*You can't get a job without one of those, right?*

Instead of applying for a job, **you're applying for free money!**

# Searching for Scholarships

## Easy as 1-2-3!

There's a lot of hard work involved in getting scholarships—earning good grades, building your resume, volunteering, writing essays, and asking for letters of recommendation are just a few examples. We think searching for scholarships should be the easiest part of the process, so here are a few simple steps to help you find them:

### Step 1: Start at school

Your counselors are there to support your everyday academic and mental health needs, but they also strive to help you prepare for college and your career. Your counseling office will offer some or all of these options:

- Set up an appointment to talk to your counselor about scholarships
- Sign up for the counseling newsletter to learn about new scholarship opportunities
- Check the counseling office bulletin board to find scholarship applications
- Visit your counseling office's website and search for a list of scholarships
- Subscribe to your counseling office's social media pages to see scholarship-related posts

### Step 2: Look in your community

Many local businesses and organizations offer scholarships to help students in their community succeed. Consider asking about scholarship opportunities at:

- Your bank or credit union
- Church, community, or volunteer groups you belong to
- Your employer or your parent's employer

### Step 3: Search the web

You can find countless scholarship applications online, but just remember, you should never pay to set up an account or pay to apply for scholarships on any website. You can search for scholarships that relate to your age, grade level, state, race, religion, interests, activities, or your future major, college, or career (just to name a few).

Here are some common and trustworthy online scholarship databases you can use:

- UtahFutures
- BigFuture (College Board)
- Cappex
- Chegg
- FastWeb
- Scholarships.com
- Unigo

If you are an undocumented student, there are also scholarship websites specifically designed to help you find scholarships that do not have citizenship or residency requirements:

- Educate-Utah
- Educators for Fair Consideration
- Geneseo Migrant Center
- Hispanic Scholarship Fund (HSF)
- Mexican American Legal Defense and Education Fund (MALDEF)

# Common Scholarship Application Questions

Practice writing a response to the following prompts you may encounter on scholarship applications in the future.

- How will your study of \_\_\_\_\_ contribute to your immediate or long-range career plans?
- Why do you want to be a \_\_\_\_\_?
- What do you want to major in? Why?
- Describe how you have demonstrated leadership ability, both in and out of school.
- Discuss a special attribute or accomplishment that sets you apart.
- Describe your most meaningful achievements and how they relate to your field of study and your future goals.
- Pick an experience you've had and explain how it has influenced your outlook on life, work ethic, motivation, passions, etc.
- Who in your life has been your biggest influence and why?
- Describe your long- and short-term college and career goals.
- How have you been financing your college education? Or, how do you plan to finance your college education?

## Personal Statement Do's and Don'ts

Many scholarship applications will ask for a personal statement essay. This is your opportunity to tell the scholarship committee more about yourself and set yourself apart from other applicants.

### Do...

- Understand what you are applying for: why is the scholarship being offered and how do you fit the need?
- Include a brief description (NOT a list) of your specific achievements.
- Acknowledge and address all criteria indicated in the essay prompt.
- Highlight what you have learned and how you are applying the learning.
- Be creative. Entertain. Tell a story.
- Thank the scholarship committee for taking the time to consider your application at the end of your essay.
- Edit, proofread, and reread your essay multiple times. It is also helpful to have a friend, family member, or teacher proofread your essay before submitting it.

### Do not...

- Include a photo of yourself unless it is specifically requested as part of your application.
- Simply list the honor awards or achievements that you included on your application.
- Reveal too much personal information that is not relevant to the scholarship essay.
- Recycle an essay without appropriately updating the content to reflect the criteria.
- Use slang, colloquialisms or assume that the reader will understand acronyms.
- Exceed the designated essay length.
- Lie or misrepresent your achievements.
- Begin with: "Hello, my name is..."
- Wait until the day before your scholarship application is due to begin drafting your essay

## Remember...

"You will not win every scholarship that you apply for, but your applications will become stronger and your chances for success will increase as you gain experience." Source: University of Washington

## ***Practice writing your personal statement by answering the following questions.***

A personal statement should tell the scholarship committee a story about who you are and what your goals and aims are. It's a good idea to base your personal statement around a central theme or idea. Use specifics and examples wherever you can.

## **CHARACTER TRAITS, BELIEFS, AND GOALS**

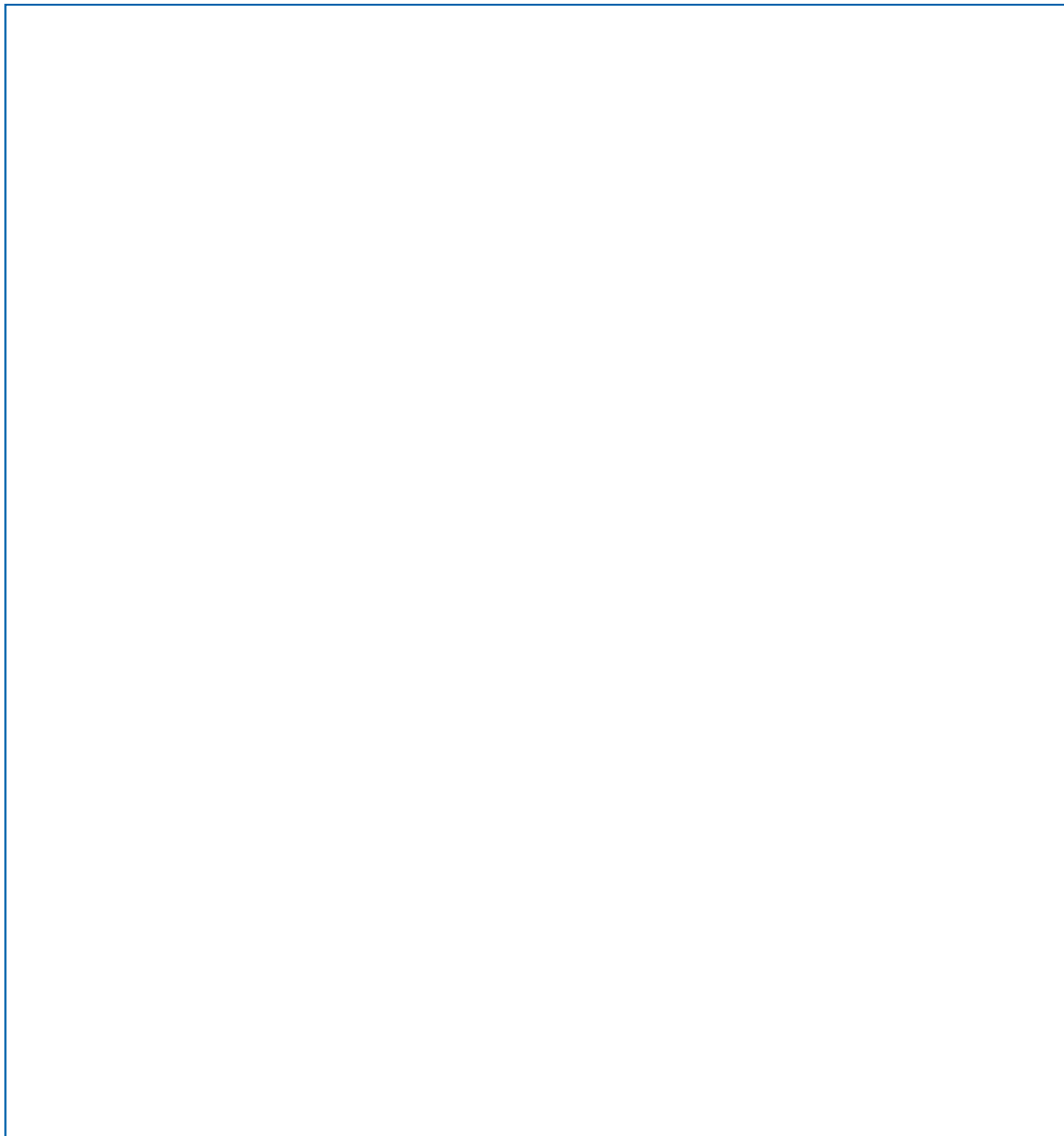
This should tell the scholarship committee a story about what you hope to achieve in college and in your career, and make it clear that you have a plan for achieving those goals. Your essay should make it clear that you are a responsible, hard-working student who will put the scholarship money to good use.

Write a list of your character traits, beliefs, and goals here...

## MERITS

“Merit” essays can have a variety of different prompts, but they all ask the same thing – why should we give our scholarship to you? This essay should tell the scholarship committee about your outstanding academic performance, talents, leadership experiences, and overall why you are the absolute best candidate for the scholarship.

Make a list of ideas for your merit essay here...



# Build Your Resume

Many scholarship applications will ask you for a resume. This is a document that briefly lists your education level, work and volunteer experience, and skills. Use the following worksheet to start crafting your resume, then use the Resume Builder on [UtahFutures.org](http://UtahFutures.org) to format and stylize your resume!

## EDUCATION

### Education History:

School Name:

School Address:

Dates of Attendance:

Anticipated Graduation:

GPA:

### Standardized Tests:

ACT Composite:

SAT Composite:

Other:

### Licenses & Certificates:

List any licenses or certificates you have earned, in school or outside of school. For example, you might have a Food Handler's Permit, which is a type of license, or be trained in giving CPR, which is a type of certificate.

License/Certificate:

Date Earned (Month/Year):

### Workshops & Training:

List any workshops or skill training sessions you have attended. For example, if you participated in a cheerleading or basketball clinic, or if you attended a leadership workshop, you could list those.

Workshop Title:

Workshop Sponsor:

Date(s) Attended (Month/Year):

## PAID AND UNPAID WORK

### Work or Internship History:

*List any paid employment you have had*

Employer:

Employer Address:

Dates of Employment:

Job Title:

Supervisor's Name:

Duties:

Employer:  
Employer Address:  
Dates of Employment:  
Job Title:  
Supervisor's Name:  
Duties:

**Volunteer Work/Community Service:**

*List any volunteer work you have done, including one-time volunteering and ongoing commitments*

Volunteer Organization:  
Organization Address:  
Dates of Service:  
Supervisor's Name:  
Duties:

Volunteer Organization:  
Organization Address:  
Dates of Service:  
Supervisor's Name:  
Duties:

**SKILLS**

**Achievements:**

*List your significant achievements and recognitions*

**Activities:**

*List activities you have participated in, such as sports, performing groups, service clubs, and anything else you can think of*

**Skills:**

List any specific skills you have. For example, if you are bilingual, list the languages you are proficient in. You could also list software programs and equipment you know how to use

**Leadership:**

List any leadership experience you have

**REFERENCES**

List any professional or educational contacts (such as teachers, counselors, coaches, or employers) who are willing to speak positively about you to a scholarship committee. Remember, ask before listing someone as a reference and never use family members or friends as references

**Reference 1**

Name:

Address:

Email Address:

Phone Number:

Relationship to You:

**Reference 2**

Name:

Address:

Email Address:

Phone Number:

Relationship to You:

**Reference 3**

Name:

Address:

Email Address:

Phone Number:

Relationship to You: