

Tips on Completing a Successful Scholarship Application

1. Don't miss the deadline.
2. Read all instructions carefully.
3. Follow the Step-by-Step process in the scholarship application.
4. Type the application if possible (Neatness counts).

Personal Statement Essay

The essay is the most important piece of your scholarship application. Type your personal statement in a word processing program, this way you can make adjustments and reuse it in other scholarship applications. Be sure your essay covers these points:

- Give an introduction, tell us who you are.
- What are your goals (educational, career, and personal)?
- How do you intend to meet those goals?
- What career path have you chosen, if any. Did something or someone happen to influence your decision?
- How do you know you'll succeed?
- Financial circumstances (how do you intend to pay for school)?
- Tell us about your life circumstances, challenges, and/or awards.
- Why do you deserve a scholarship?

Letters of Recommendation

This is the second most important piece of the scholarship application.

- Be sure the letter of recommendation is current-dated within a year.
- Letters should be on letterhead and typed.
- Letters should be signed.
- Letters should address your character and potential to succeed.

How your education award and scholarship will be scored

Your education award and scholarship application will be scored in three categories. The categories are: personal statement (highest value), letters of recommendation (second highest value), and overall (neatness, follow instructions, life circumstances, etc...).

THESE ARE GUIDELINES. THE SELECTION COMMITTEES' DECISIONS ARE FINAL.

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For more tips on scholarship essays and letters of recommendation visit our website at www.clackamas.edu follow the link to scholarships.