

## SENIOR PACKET

The Senior Packet is used for many local scholarships; use it for those scholarships marked as such in the scholarship list. Remember, the scholarship list is available in the counseling office, the Cibola website [www.cibola.yumaunion.org](http://www.cibola.yumaunion.org) and in your Senior English and social studies classrooms and is updated twice a month. Also know that the majority of scholarships require some pieces of the Senior Packet. The Senior Packet is a six part application and is expected to be completed in the order listed below:

1. **Title Page** - The title page will include the name of the scholarship; your name, address, and phone number; and the date the application is due.
2. **General Application Form** - The general application form must be typed. See the following handout for a copy of the form.
3. **Resume** – This is you in a page. See the handout for more information.
4. **Personal Essay** – Describes what makes you unique, what sets you apart from everyone else. See handout for ideas.
5. **Three Letters of Recommendation** – The completed background information sheet (see handout for more information), resume, and personal essay should be provided for the writer to produce the best letter. Recommendations should be from various sources who know your work ethic, character, academic ability, and potential for success, values, and other characteristics. The person can be from school or out in the community. It is suggested that you get letters from various sources, including:
  - School employee – teacher, coach, counselor, administrator, etc.
  - Community service facilitators
  - Employers
  - Clergy members – minister, priest, rabbi, pastor, etc.
6. **Transcript** – A current transcript can be obtained from the Registrar’s Office. Please allow at least three days for your transcript to be ready.

### Hints:

1. Store the title page, general application form, resume, and personal essay on a flash drive and to your computer to be updated as need. This will make your job much easier.
2. If you would prefer not using a flash drive to store the data (it is highly suggested that you do, though!), you should produce a hard copy of the general application form, leaving the top line blank, and make copies. Keep the original. The scholarship name can be typed on each copy as needed. Remember, however, originals look better than copies.
3. The title page, general application form, resume, and personal essay should be copied on high quality paper. White, ivory, off-white, and light gray are colors of choice.
4. Letters of recommendation should be on letterhead stationary, whenever possible.
5. Keep originals of items 1-6 in a large envelope.
6. Originals look much better than photo-copies. Ask for a number of copies of letters of recommendation and save your work on a computer to be updated and printed as necessary.
7. Submit completed scholarship applications to Mr. Swearingin, the scholarship coordinator. **Beat all deadlines.**

Scholarship Name

Your Full Name

Address

City, State, Zip Code

Home Phone Number – don't forget area code!

Date Application is Due  
Cibola High School



## **NAME**

Your name, address and phone number, with area code, should be prominent. Include your e-mail address if it is a reliable way to reach you, but make sure it sounds professional. Would you want to give a scholarship to [babiegurl92@anyemail.com](mailto:babiegurl92@anyemail.com)? Hotmail and Yahoo, AOL, among others, offer free e-mail accounts. An easy way to sound professional is to set one up with your name, yourfirstname.yourlastname@anyemail.com. Just be careful to whom you give this e-mail address. Remember, it's fine to have more than one e-mail address.

## **EDUCATION**

Provide your high school, its address, and phone number and your year of graduation. Provide GPA, ACT and/or SAT scores if they are strong points, but you do not need to include them.

## **EXTRA-CURRICULAR ACTIVITIES and COMMUNITY INVOLVEMENT**

Include sports, clubs, activities, contests, performances, projects, elected offices, leadership positions, church and civic involvement, and work with volunteer organizations. Put the years in which you were involved and, if you know the number of hours involved in a project, those too. **List the most recent ones first.**

## **HONORS/AWARDS**

List all honors or awards earned. It is a good idea to keep letters, certificates, articles, and other records that document these awards in a portfolio. Some students blend awards and honors with extracurricular sections.

## **WORK EXPERIENCE**

Provide the name and address of each business for which you have worked and the name and phone number of your direct supervisor. Provide the months and/or years you worked for each business. List the major duties you performed. Do not worry if you have not yet had a job.

## **SKILLS**

This is another optional section you can add. List specific abilities you have learned through experience, training, and education. Skills include foreign language ability, musical instruments played, computer proficiency, and training received at work, including telephone skills, working a cash register, and handling money. If this section is difficult for you, describe your background to someone and have him or her listen/probe for the skills you used to succeed.

## **REFERENCES**

References are sometimes requested in order to verify that what is stated on the resume is actually true. They may also be asked for further information or clarification.

Ask permission before you list someone as a reference. List his or her name, address, phone number (and possibly e-mail address) accurately. Include the person's title if appropriate. Provide your references with your resume, general application form, and personal essay so they can be better prepared to speak on your behalf.

List three or more references. ***Do not include family members or peers.*** If you have already listed a person's name and information in the work experience section, use the reference section as a place to include additional people. References might include teachers, coaches, ministers/clergy members, community leaders, neighbors, etc. It is a good idea to ask those who write letters of recommendation to be references.

## **OPTIONAL**

Some students include a section on hobbies. This is a nice way to show that you are a positive, well-rounded, involved person who makes productive use of time.

Don't be afraid to create your own unique look, just be sure your resume lists things in an easy-to-read format.

\*It might be difficult to limit your resume to one page. Try playing with font size (but no smaller than a 10-point font) and spacing. If you were involved with many activities, include those of which you are most proud, have been with the longest, and/or fit best with the scholarship for which you are applying. Remember, you still have your personal essay you can use to talk about more activities and involvement! You should keep all your activities on one long resume, and have an additional, shorter one for the resumes you turn in.

## WRITING PERSONAL ESSAYS

Your personal essay is the one chance you have to influence others to pick you for their scholarship. It enables the reader to see what an outstanding individual you are and hope to become. You may write about adversities you have faced, accomplishments you have achieved, people who have influenced you, or your plans for success in the future. Use your essay to make the best first impression possible. Stay with the facts. You are an impressive individual; let that show in your essay.

SOME OF THE FOLLOWING TOPICS COULD BE INCLUDED IN YOUR ESSAY:

1. Major area of study and why you are interested in that area.
2. Educational plan.
3. Career goals: How did you choose the goals and ambitions? Who influenced you?
4. Your character, strengths, values, and personality traits.
5. Unusual circumstances that affect your financial status.
6. Why this scholarship should be awarded to you.

### WRITING THE ESSAY

1. Brainstorm your ideas. Describe:
  - What is special about you? Focus on your attributes, strengths, values, and personal philosophy.
  - Your interests and how they developed.
  - How your interests affect your future goals.
  - Your background: family structure, ethnicity, family members' academic preparation, family values, parental roles, citizenship issues, financial status, etc.
  - Someone who has influenced you. How and why.
  - Adversity in your life you resolved and how.
  - A significant experience that influenced you and how the experience will affect your future.
  - Travel experiences and their effect on you.
2. When you have decided upon an essay topic:
  - Write a paper at least 300 words long.
  - Concentrate on being specific.
  - Do not ramble or provide repetitious or redundant information.
  - Write in first person, remembering to use the same verb tense.
  - Do not fall in love with your first draft. Set it aside for editing at a later date.
  - Read your essay out loud. Give your essay to others, including family, teachers, and counselors to edit. Read it to family members, friends, teachers and counselors.
  - Request and accept criticism. Miss Nabozny will help you edit your essay.

You might write more than one personal essay, depending on the type of scholarships for which you are applying. For example, you might have a different essay for an academic scholarship than a financial need one, and another essay for an athletic scholarship, religious scholarship, and/or community service scholarship. This is a very important part of the application process and you want to express yourself and who you are as best as possible.