

The General Scholarship Application Packet is used for various scholarships and consists of a general scholarship application, resume, autobiography, two letters of recommendation, and a transcript.

You should keep your general scholarship application documents saved in your student drive so you can edit them as needed.



General Scholarship Application

Student Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Date of Birth: _____

Test Scores: SAT - Verbal _____ SAT - Math _____ SAT - Writing _____
ACT - Composite _____ ACT - Writing _____

Education

Proposed institutions of post-high school study: List in order of your preference. This is extremely important as many scholarships are "earmarked" for specific schools or fields of study.

1. _____
2. _____
3. _____

Proposed Major Field(s) of Study

A. _____ B. _____

Financial Statement

CONFIDENTIAL – completed by parent or guardian.

Parent(s)/Guardian(s) Name(s): _____

Number of Children in Family: _____ List of Ages: _____

Number of Children in College: _____

Parent's Occupation: _____

Other Parent's Occupation: _____

Could applicant attend college without financial aid: YES ☐ NO ☐

Gross Parental Income:	<input type="checkbox"/>	Under \$25,000	<input type="checkbox"/>	\$75,001 to \$100,000
	<input type="checkbox"/>	\$25,001 to \$50,000	<input type="checkbox"/>	\$100,001 to \$125,000
	<input type="checkbox"/>	\$50,001 to \$75,000	<input type="checkbox"/>	Over \$125,000

You may attach a letter with any additional remarks or information about your family's financial status which you feel might assist the committee.

The signature below certifies that all information given above is correct and true to the best of our knowledge. Any false information will disqualify the prospective applicant below from the entire general application scholarship process.

Signature of Applicant: _____

Signature of Parent or Guardian: _____

****SAMPLE****

Julie Student
240 Warrior Way
Zephyr Cove, Nevada 89448
775-555-5555

****SAMPLE****

OBJECTIVE: To support my application in consideration for the Whittell Scholarships. (This may be expanded if you have specifics to include in your plan. Example--elementary special needs)

SCHOOLS ATTENDED

(Each category should be listed with the most recent information first/on top of the list)

George Whittell High School
Zephyr Cove Elementary School

SCHOOL and COMMUNITY ACTIVITIES

(Only provide information that has occurred or happened while you have been in high school for all categories)

Honor Society	(10, 11, 12)
Christian Club/Member of church youth group	(9, 10, 11, 12)
Key Club	(9, 10, 11, 12)
School Cross Country	(9, 10, 11, 12)
Intramural Volleyball	(11)
German Club	(9, 10, 11)
Golden Apple Marching Band	(9, 10)
Student Council	(11, 12)
Student Leadership	(9, 10)
Black and White Choir	(10, 11, 12)

VOLUNTEER WORK

Special Olympics	(9, 10, 11, 12)
ZCES Peer Tutor	(9, 10, 11, 12)
Assist with Sunday school	(10, 11, 12)
Food Pantry	(11, 12)

EMPLOYMENT

(Include job responsibilities for each job listed)

Math Tutor	(10, 11, 12)
Swim Instructor at YMCA	(10, 11, 12)
Baby sat siblings, relatives, neighbors	(9, 10, 11)

HONORS AND AWARDS

Academic Team	(9, 10, 11, 12)
Honor Roll	(9, 10, 11, 12)
Lettered in Volleyball	(9, 10, 11, 12)
First Team All-Conference Volleyball	(11, 12)
Honorable Mention Conference Volleyball	(10, 11)

SCHOLARSHIP AUTOBIOGRAPHY

For your autobiography, you should use single space (or 1.5 spaces) in an easily readable font, size 10 or 12, and it should not exceed one page when printed. The length may be hard to obtain, so choose your words carefully and eliminate excess words.

Your autobiography **MUST BE ERROR-FREE**. Proof read! Ask your parents to proof read. Ask your English teacher. This is the most important part of the Application Packet in some circumstances for some scholarships.

A GOOD SCHOLARSHIP AUTOBIOGRAPHY HAS THE FOLLOWING INFORMATION

- I. **Family Information** – Include some of your personal history, perhaps some interesting facts about your home life and family.

Questions to think about:

In addition to your immediate family, do you have an extended family that has changed your outlook or perception of the “real” world?

Have you received any special awards? Sports, academics, the arts?

How do you spend your “free time?”

Are you involved with your community? Volunteering, church, or extracurricular school activities?

Travel experiences?

Awards/honors received.

- II. **The Career You Plan to Pursue and Why** – Be specific, if you can. What kind of engineer (structural), doctor (oral surgeon), nurse (neo-natal), architect (landscape), etc.
(Do **NOT** state that you picked your career so you can “make a lot of money.”)

Think about:

Did a special circumstance occur that made you choose this career?

What school or advanced training do you plan to attend to meet your career goal? Why?

How will your personality fit into this career? What kinds of skills do you have already that will help you in this career?

****Disclaimer:** Even if you have not chosen a career, you need to have some idea of your direction to seem credible to a future scholarship provider. So, choose a direction that feels right at this time in your life.

- III. **Special circumstances** – Why are you applying for a scholarship? Explain any financial needs.

Think about:

Are your parents close to retirement age?

Are there a lot of college-bound children in your family?

Are you a member of a single-parent household?

- IV. **Acknowledgement** – Include one or two sentences summarizing how this scholarship will help you. Include a “thank you” to the scholarship committee for considering your application.

Here are some additional things to think about while writing your biography.

1. The purpose of this letter is to create a sense of who you are, so the autobiography should have a strong voice (sound like you).

2. The order does not have to be chronological, but it can be. You do not have to present this information in the perfect five-paragraph essay. This is not just another assignment; this is the **ONLY** thing that presents who you are to people

who want to give you money. Many discussions have been made exclusively on this letter. The structure is important, but there is no one way of doing it. Play with it and see what works for you.

3. I have seen students leave large blank areas at the bottom which makes it look as though they had little to say. You can manipulate the margins a little, the size of the font a little, the style of the font a little, and the spacing a little to give the feel that you filled the page. The same goes for if you have way too much, but in this sense you manipulate everything to smaller dimensions allowing more info to be shared in the same one page.

4. The whole letter is usually expository (the purpose being to inform); however, I have seen these letters as narratives which can convey lots of voice and style. Again, don't think of this as a class assignment with lots of confining rules and criteria for grading. Think of this as a way to share who you are with someone (like your profile on Facebook), but for a more formal audience. You will be one of many, and if your autobiography is blah, then you won't stand out. You might even try a couple of different approaches and decide which one works best. Sometimes, you might use different letters for different audiences.

5. Last, this is a professional document. It must be neat, error-free, typed, and easy to read. This is the only way some of these people who want to give you money can get to know you.

Last but not least, enjoy this assignment and have fun exploring and sharing who you are, where you came from, and what has helped shape you into the person you are becoming.

TEACHER LETTER OF RECOMMENDATION REQUEST

Teacher Letters of Recommendation are an opportunity for you to share with Admission Counselors and Scholarship Committees information about you that isn't already apparent in your application. Teachers are able to give them insight into who you are as a learner.

When asking teachers for a letter of recommendation, it is in your best interest to provide them with some detailed information that can aid them in the writing of your letter. Below are questions you should answer in written form and provide to your teachers when requesting a letter. In addition you will want to provide your teachers with your contact information; cell phone number and email so that they can reach you if they have any questions. Please keep in mind that the effort you put into this will be reflected in the quality of the letter your teacher produces.

- What is the letter for and why would you like for me to write it? Is it for a college application? What field are you interested in studying? Or, is this for a scholarship application? If so, what qualities is the committee looking for in their candidates?
- What do you think you have demonstrated in my class(es) that I should praise? (Think about your contributions/performance during critiques, class discussion/presentations and work days, how have these contributions have made the class community better?)
- How have you demonstrated independence, initiative, responsibility and maturity in my class? Please give an example.
- What is your experience in your intended field? (What classes/workshops/events have you attended and/or participated in?)
- What did you enjoy most about my class? (What was your favorite project/unit/topic that we discussed in class? How come?)
- Was anything in my class particularly challenging? Eye-opening? (What topic, unit, concept was the most difficult for you? How did you master it?)
- Is there anything specific that you want me to address about you? (If you have definitive traits that you would like for me to share, please give me examples of those traits.)

COUNSELOR RECOMMENDATION REQUEST

STUDENT NAME:

E-MAIL ADDRESS:

CELL PHONE NUMBER:

LETTER REQUEST FOR: (Please circle one) COLLEGE SCHOLARSHIP OTHER _____

Your profile must be submitted along with an activities resume to your Counselor Ms. Gerlinger at least 3 weeks prior to the date you need your letter. Please use a separate piece of paper to respond to the following questions. Your responses can be handwritten or typed in either list or narrative form.

Please keep in mind, the amount of effort that you put into this document will reflect in the amount of effort your counselor can put into your letter of recommendation.

Questions for Students:

What are your plans after high school? What school and field of study are you pursuing?

What is it about that field of study that interests you?

What has been the most satisfying course you have taken in high school? How come?

What, if anything, would you do differently if you had to experience high school again? If nothing, how have you made the most of your WHS experience?

What do you do outside of school? Why?

Are you the first in your family to attend college?

How were you raised? By who?

What drives you?

Are there any major events that you feel have contributed to your development?

What are some of your strengths, accomplishments, preferences, characteristics, work habits, goals, personality, etc.?

Who do you look up to and why?

If you had a motto to live by, what would it be? Why?

Describe an incident in which you demonstrated strong character (loyalty, integrity, self-discipline, kindness, commitment to high ideals, caring for others, etc.) Think outside the box – “not cheating” is not the only answer!

Prompts for Parents:

Describe one or two major events that you see as turning points in your son's/daughter's development. Explain the significance of these to his/her development.

Please relate anecdotes that describe your son's/daughter's strengths, accomplishments, preferences, character, work-habits, goals, personality, etc.