

How to Apply for Scholarship \$\$\$ in 30 days or Less

30 days: Download a scholarship application at the college website:
www.cuyamaca.edu/ohweb/cte-scholarshipsInfo.asp You may also want to check out resume writing information on the web:

<http://www.free-resume-tips.com/10tips.html>.

<http://www.bc.edu/offices/careers/skills/resumes.html>

29 days: Read the application, criteria necessary, make a list of what you need to get or do to apply.

28 days: Go online and log onto WebAdvisor. Select "Academic History" under the "Academic Profile" portion and print out an Academic History. If you will be listing prior degrees or college work on your resume, then contact those colleges (our counseling department will help you do this) for those transcripts.

27 days: Look for an old resume, a current resume, or if none are available, think about what you will put in a new resume. If you would like assistance, Call Career Center/Cuyamaca College/(619)660-4437 and make an appointment to meet with a staff member. They are the campus specialists in Resume writing and will walk you through the whole process.

26 days: Purchase a flash drive for your resume. You can use the computers in the Open Computer Lab ("E" Building) if you don't have one at home. They have technicians in the lab that can help you get started. Get started on the resume. If you can do nothing else: list the categories you will use in the format you like and leave the information blank. Run a copy to take with you to jot down notes as they come to you.

25 days: Rest

24 days: Think about who you would like to write your letters of recommendation. There are guidelines and suggestions in the application. Fill out the attached Letter of Recommendation form

([http://www.cuyamaca.edu/ohweb/Scholarship Application/Scholarship-Files-2010/Reference-Letter-request-Scholarship.doc](http://www.cuyamaca.edu/ohweb/Scholarship%20Application/Scholarship-Files-2010/Reference-Letter-request-Scholarship.doc))

Make a copy so you have two forms filled out.

23 days: Approach your two choices to write your letters. Ask them if they could write a letter of recommendation and give them a completed form. This will make their task much easier. Be sure to tell them your deadline. You will want to ask for the letter 7-10 days before your

deadline date so you can have that time to make sure your application packet is complete.

22 days: Work on your resume; if needed, schedule another appointment with the Career Center for follow-up to have them review your rough draft

14 days: Finalize your resume. Have a friend or peer proofread your resume for typos. Run clean copies -maybe six or more to keep in your files so you can apply for other scholarships.

13 days: Begin your cover letter. If you were given a chance to talk to the judges, what would you say? If there is anything else you would like them to know about you, this is a good time to say it. What interested you in horticulture? What are your educational and professional goals? What would you do with a scholarship if you were awarded one?

10 days: If you haven't received all your transcripts, do some follow-up visits to counseling and telephone calls to track them down. Submit the 'Progress Report' to each of your instructors for their signatures. They can fill this out while you wait. No need to leave it with them. Make sure you go to all of your current instructors for signature.

7 days: Give a gently reminder that your deadline is coming up to the people who are writing letters for you.

5 days: You should have your letters of recommendation in hand. Compile all of the criteria in the order that they are asked for. Do not put in a binder (if this is a CCBS Scholarship Application). Just paper clip together and submit everything together in a large envelop so that items don't have to be folded. Copies of your application will be made and distributed to the judges.

Thursday, March 25, 2010: NO LATER THAN 5pm. Turn in your scholarship application packet.

GOOD LUCK!

Because you have completed all criteria and have turned in your application on time, you will be receiving a complimentary ticket to the banquet. You will also be able to purchase one additional ticket at half price.