

# Tips on Completing a Successful CCC Foundation Scholarship Application

1. Read all instructions carefully.
2. Follow the Step-by-Step process in the scholarship application.
3. Make sure all questions are answered.
4. Don't miss the deadline.
5. Don't forget to click the "finish and submit" button on your application.

## **Personal Statement Essay**

The essay is the most important piece of your scholarship application. Type your personal essay in a word processing program, this way you can make adjustment 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 educational plans and career goals?
- How do you intend to meet those goals?
- Did something or someone happen to influence your career decision?
- What inspires you to achieve your educational and career goals?
- How do you know you'll succeed?

## **Optional Short Essay Question**

The optional short essay question will put you in the running for additional scholarship funds. Please be sure to include the following in your answer:

- What have you done for your community and why?
- Tell us about your community volunteer work
- How to you plan to contribute back to your community?

## **Letters of Recommendation – Optional**

The letters of recommendation are optional. However, it remains an important part of the scholarship application process. If you are pursuing a certificate or degree in Manufacturing, Criminal Justice, Horticulture or Business please submit two letter of recommendation. One of those letters should be written by a professional in the field of study that you are pursuing.

It is a good idea to contact your reference before you type in their email address in your scholarship application. Ask if they would be willing to serve as a reference for you. Explain that they will be receiving an email with a link back to your application where they will type in the letter. The letter should discuss the following:

- Current academic status.
- Academic and extracurricular achievements.
- Potential for future success.
- Personal qualities, such as motivation, leadership, and commitment.

- Be sure the letter of recommendation is current and dated within a year.
- Letters should be signed.

Please note that an email will be sent to your reference with a link to where they will submit your letter of reference. The letter will remain confidential but you can view whether or not they submitted a letter by selecting “References” at the top of your application. If a reference has not submitted your letter in a timely fashion, you will need to choose a new reference.



For more tips on scholarship essays and letters of recommendation visit our website at [www.clackamas.edu/scholarships](http://www.clackamas.edu/scholarships).