



Class of 2024 SENIOR SCHOLARSHIP PORTFOLIO INSTRUCTIONS

Please ensure that all assignments are submitted in *PDF format*.

1. Signed - SSP Student/Parent Acknowledgement & Agreement Form

- Submit it in person - Room 302

2. Cover Page with a current picture

Link to Canva template:

[https://www.canva.com/design/DAFvqe6PtRM/Gc7o-rTY5steA4_5S0bzdww/view?](https://www.canva.com/design/DAFvqe6PtRM/Gc7o-rTY5steA4_5S0bzdww/view?utm_content=DAFvqe6PtRM&utm_campaign=designshare&utm_medium=link&utm_source=publishshare)

[utm_content=DAFvqe6PtRM&utm_campaign=designshare&utm_medium=link&utm_source=publishshare](https://www.canva.com/design/DAFvqe6PtRM/Gc7o-rTY5steA4_5S0bzdww/view?utm_content=DAFvqe6PtRM&utm_campaign=designshare&utm_medium=link&utm_source=publishshare)
[link&mode=preview](https://www.canva.com/design/DAFvqe6PtRM/Gc7o-rTY5steA4_5S0bzdww/view?utm_content=DAFvqe6PtRM&utm_campaign=designshare&utm_medium=link&utm_source=publishshare)

- Select one of the templates.
- Upload your picture.
- Drag the picture to the top circle, no need to crop it.
- Type your full name as it appears on the school transcript.
- Type your major, delete the undecided part and box, and center it.
- If undecided, put an X inside the box.
- Save it and **upload** it as a PDF file.

#1 & 2 are due October 6, 2023, by 11:59 p.m.

3. TYPED Scholarship Personal Statement of 400-600 words. A concise, authentic, and inspiring personal statement is crucial for impressing selection committees. Use 12-point font double spacing. Indent each new paragraph. Put your name at the top right side of each page of your statement. Please limit your statement to two pages. To create a strong impression, it is important to have impeccable grammar and language skills. Your personal statement should be truthful, distinct, and original without appearing forced. Include a section describing objectives for furthering your education. To ensure your personal statement stands out, consider including the following elements:

- **Introduction:** Begin by capturing the reader's attention with details about your family background, whether you are a first-generation college student, your parents' education or employment, or any financial difficulties you have overcome.

- **Body:** In the body, include the following information: 1. Explain why you are the best candidate for the scholarship by highlighting your GPA, test scores, awards, extracurricular activities, volunteer work, internships, and work experience. 2. Elaborate on how this scholarship aligns with your future goals and plans. 3. Describe why you chose to pursue a career in your chosen field.

- **Conclusion:** Summarize why you are the best candidate, and conclude by explaining how this scholarship will help fund your education and shape your future. Additionally, describe how you plan to use your education to give back to your community after completing your studies.



Class of 2024

SENIOR SCHOLARSHIP PORTFOLIO INSTRUCTIONS

4. Two letters of recommendation; you are encouraged to get three:

One must be from a school source (teacher, counselor, coach, or administrator). The second and third can be from another teacher or an OUT-OF-SCHOOL source (adult friend, employer, or clergy). **PLEASE DO NOT USE A RELATIVE OR A CLASSMATE AS A RECOMMENDATION.** Be sure they know you well enough to write on your behalf. Only provide up to three letters of recommendation.

***Please note that it is mandatory to submit at least one recommendation letter by October 27th.**

Letters should include:

- School personnel should use official school letterhead.
- To be addressed to whom it may concern or to the College Admissions and Scholarship Committee.
- Introduction and statement of recommendation.
- List of specific reasons they are recommending you for colleges/universities/trade schools/scholarships.
- Discuss the student's potential, talents, and skills.
- Give specific examples that validate their claims.
- Perhaps share a personal story with evidence of their qualities.
- Closing statement with contact information.
- Title and signature.

#3 & #4 are due October 27, 2023, by 11:59 p.m.

5. Parent/Guardian Statement in any language

To translate the statement into English, you can utilize Google Translate. The statement must be at most one page in length: Times New Roman size 12 font, double space, dated and signed.

Parents, please include the following information:

Keep in mind that scholarships may be *merit-based* and some *need-based*. Therefore, the statement needs to support that. Parent must think about what makes their child unique. Do they love to spend time

volunteering? Will they be the first in your family to go to college? Are they passionate about reducing drunk driving? If your child has a singular hobby, skill, or interest, search for awards along those lines.

- One paragraph that highlights your child's intelligence, emphasizing their academic engagement and intellectual curiosity through stories and anecdotes. Please avoid discussing grades or test scores.

- Another paragraph that describes your child's personality and character.

- Lastly, it's crucial to cover any challenges your child has faced and overcome.

6. Resume

Design your resume using Canva, a free online tool. Choose a template that showcases your career or hobbies. Be sure to include your contact info, objective, education, upper level classes and academies, work/volunteer experience, achievements, clubs/hobbies, and skills. If you already created one, copy and paste it to a Canva template. Ask a teacher and one more person to help you review it and proofread it.

*For more information on how to write a resume and see examples, please visit the Career Center website, at, please visit the Career Center website, at <https://cchscollegeandcareerwebsite.weebly.com/how-to-create-a-resumesamples.html>

#5 & #6 are due November 3, 2023, by 11:59 p.m.



Class of 2024

SENIOR SCHOLARSHIP PORTFOLIO INSTRUCTIONS

7. Scholarship Application (pages 1-7)

- For questions with YES or NO answers, type an X inside the box.
- Save and submit the form as a PDF file.

*Some scholarships are for children of active or retired PSUSD employees.

*Several scholarships are offered for students with family members who are serving or have been honorably discharged from military service. If you are the child, grandchild, or sibling of a veteran or active member of a United States Military service, provide a copy of your family member's discharge papers, DD-214 (PDF format), to be included in your SSP file.

8. 1 Official School Transcript

- Upload it from *StudentVUE*
- Save it as a PDF file.
- No need to order one from Parchment.com

9. Local Scholarships Checklist Google Form

- A list of scholarships with their criteria will be provided.
- **The checklist will be available before Winter Break!**

#7, #8 & #9 are due November 10, 2023, by 11:59 p.m.

Assignments 1-10: The final deadline is Dec 8, 2023

10. **FAFSA** /CA DREAM online application (*opens December 2023*)

<https://studentaid.gov/h/apply-for-aid/fafsa>

11. **One Future Coachella Valley** online scholarship

<https://onefuturecv.c2nav.com/#/>

Click on the GET STARTED NOW!



12. **Inland Empire Community Foundation** (*iecf*) online scholarship application

<https://www.iegives.org/students/overview>,

- Scroll down to Scholarship Opportunities
- Click on the Common Application Portal



#10, #11 & #12 are due on or before March 1, 2024, by 11:59 p.m.



Cathedral City High School
**COLLEGE &
CAREER CENTER**

Class of 2024

SENIOR SCHOLARSHIP PORTFOLIO INSTRUCTIONS

For assistance, please contact:

Mrs. Barby Heidt

College & Career Guidance Specialist

(Career Coach)

****Room 302***

bheidt@psusd.us / 760-770-0133

**To request a meeting, click on the link below.*

<https://calendly.com/bheidt-1studentmeeting>

- *Select an available time*
- *I will email you to confirm the meeting.*
- *You will get a class pass before the meeting.*

***If you have a quick question, please stop by
before school, during lunch or after school.***

Thank you!