Steps to a Successful Scholarship Application

• Finding Scholarships: You can start by visiting your campus’ Financial Aid office, the Folsom Lake College website (www.flc.losrios.edu, and choose Scholarships from the Quick Links drop-down menu), and the Los Rios scholarship website (https://scholarship.losrios.edu). You can also do your own search online. Look for scholarships based on your area of study, companies in your chosen career path, the school you want to transfer to, hobbies, volunteer organizations, your employer, or your parent’s employer. Remember that it’s always easier to receive a scholarship from local organizations than from large national scholarship programs, as there’s much less competition.

• Scholarship Portfolio should include:
  1. COVER PAGE
     a. Some students choose to include a letter to the scholarship committee, a photo, and/or slogan on their cover page. Whatever you choose, just make sure that your name and the name of the scholarship appear here.
  2. LETTERS OF RECOMMENDATION
     a. Most scholarships require at least 2 recommendations. It’s wise to ask for more than are required.
     b. Teachers, counselors, pastors, and employers are great sources. You can even ask a family member if allowed by the scholarship.
     c. Give the person AT LEAST 2-3 weeks to write your letter.
     d. When requesting a letter, it is helpful to make the request in writing and supply the person with a résumé. Résumé should include your education and employment history, awards and recognitions, volunteer experience, and any other pertinent information that you would like the recommender to know.
     e. ALWAYS send a thank you note.
  3. ESSAY
     a. Most scholarships require at least one essay. Essay(s) should be typed, and have a title.
     b. Be sure to have your essay proofread. The campus Reading and Writing Center is a good resource.
     c. Be specific. Don’t use broad terms, but rather use specific examples from your life to show the scholarship committee why you deserve this scholarship.
  4. TRANSCRIPTS
     a. Transcripts are required for most scholarships. If official transcripts are required, give yourself plenty of time as these can often take up to two weeks.
  5. FINAL TOUCHES
     a. Check for needed supplemental materials and be sure to include them. For instance, you may need to include proof of membership to an organization.
     b. Make sure that it looks neat. Just use one staple or paperclip in the left hand corner, type whenever possible, and keep your papers organized and clean.
     c. Give yourself plenty of time. It’s best to have all of your materials together ahead of time, as you don’t want to miss your chance because you missed a deadline.
     d. If you are awarded the scholarship, be sure to send a thank you to the scholarship committee.