# Tips on Completing a Successful

# **CCC Foundation Scholarship Application**

1. Read all instructions carefully.

2. Answer as many questions as you can in the scholarship application. The questions are geared toward specific scholarships, so be sure to give as much information as possible and answer as many questions as you can.

4. Be sure to complete your application before the deadline posted on the scholarship webpage. Don't wait until the last minute or you may not be able to complete your application.

5. Don't forget to click the "finish and submit" button on your application. If you don't submit your application it remains in a drafted stage that would not result in getting an award.

6. Be sure to certify and sign (electronically) your application at the end.

7. If you have any questions, email <u>scholarships@clackamas.edu</u>.

## **Required Short Essay**

The essay is the most important piece of your scholarship application. Type your personal essay in a word processing program, then copy and paste it into the application. This way you can use the spell check, make adjustments and reuse it in other scholarship applications.

Be sure your essay covers these points (500 words or less):

- What are your educational plans and career goals ?
  - How do you intend to meet those goals ? Be specific about your plans.
- What inspires you to achieve your educational and career goals ?

### **Optional Short Essay Question (300 words or less):**

The optional short essay question will put you in the running for additional scholarship funds.

### Be sure your essay covers these points (300 words or less):

- How have you contributed to your community and why?
- Tell us about your past community service, volunteer work or extra-curricular activities.