



CHSAAP SCHOLARSHIP

ESSAY AND LETTERS OF RECOMMENDATION GUIDELINES:

ESSAY

The essay is the most important part of the application. The essay has to be between 250 and 500 words. Your essay should be typed single spaced, except when spaces separate paragraphs.

Please discuss the following points in your essay, giving equal attention to each point.

- Please tell us about your future plans. Include information as to what your career goals are and why you decided to attend the college you are planning to attend.
- Describe how your education, family, volunteer and/or community service has shaped who you are today and what it has taught you.
- Describe how the university, college or post-secondary institution you selected will help you achieve your career goals.
- If appropriate, you may also include relevant past academic, extracurricular, volunteer, internship, and work experiences. Be specific.
- Also, discuss in your essay any challenges or obstacles you have dealt with and overcome in life and how this will help you succeed in college and beyond.

RECOMMENDATION LETTERS

As a Central HS Alumni Scholarship applicant, you are required to submit two letters of recommendation. One of the letters must come from one of your teachers. The other letter can be from any other person who knows you well. All letters must be submitted with the application by the deadline.

Recommendation letters:

- The teacher's letter should focus on your academic and personal preparation for post-secondary studies.
- It should also speak to your ability to carry out your proposed study, and your career interests.
- The other letter of recommendation can come from another teacher or from a non-school person, such as a community leader or an employer.

For strong letters of recommendation:

- Give the person adequate time to complete the letter. Recommenders who do not have ample time may neglect valuable details when writing the letter.
- Explain what the Scholarship is and why you have decided to apply.

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- Visit potential recommenders during office hours to discuss the scholarship.
- Provide a resume or short biography along with these guidelines.
- Send a friendly reminder to recommenders about the completion, if necessary, in order to ensure that letters are completed on time.

The Recommendation letter should address the following questions:

1. How long and in what capacity have you known the applicant?
2. Please comment on the applicant's academic and personal preparation for post-secondary studies.
3. Comment on the applicant's understanding of the relationship between his or her studies and his or her career interests.
4. Please add anything else that you think is relevant for the reviewers to know.