

# PREPARING A SCHOLARSHIP PACKAGE

## Step One

- Prepare a resume including your occupational goal, volunteer experiences, and work experiences.
- Please see the back of this page for a resume format

## Step Two

- Prepare a 500 word essay that describes your volunteer, leadership, and extracurricular experiences.

## Step Three

- Prepare a 250 word essay that describes your personal and family circumstances focusing on financial need.

## Step Four

- Seek out three letters of reference from teachers, guidance counsellors, employers, administrators or volunteer directors.

The letters of reference should include:

- Length of time they have known you and in what capacity.
- Academic performance information (use specific numbers when possible).
- Activities in which they have observed your leadership abilities, special abilities or interests.
- Any pertinent information related to financial or academic difficulties that you have overcome.
- Exemplary or strong personality traits.
- Any information that will show you in a favourable light.

## Step Five

- Visit [myblueprint.ca/tdsb](http://myblueprint.ca/tdsb) and complete all of the components of your Individual Pathways Plan (IPP). The IPP must be completed for all scholarships that require school sponsorship.

## Step Six

- Visit Student Services to have an official transcript printed (if required).

# SAMPLE RESUME FORMAT

## JOHN T. GRADUATE

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### CAREER OBJECTIVE

- List the career you hope to pursue, or the university programs you hope to apply for.

### HIGHLIGHTS

- In this section list your Leadership skills or experiences
- Recreational skills or experiences
- Communication skills or experiences
- and organizational skills experiences

### EDUCATION

2006 – Present

**Diploma in Progress**  
George S. Henry Academy  
Toronto, Ontario

### WORK EXPERIENCE

2008 – Present

**Sporting Goods Stock Clerk**  
Canadian Tire  
Toronto, Ontario

- Helped customers
- Stocked shelves with merchandise
- Cleaned and organized shelves

### VOLUNTEER EXPERIENCE

2007

**North York Harvest Food Bank**  
Toronto, Ontario

- Sorted food to give to needy families

### INTERESTS

Computers, Reading, Basketball, Cooking

### REFERENCES

Available upon request