

Scholarship Portfolio

- Keep up to date, and add activities as you do them
- Try to make yourself look as well rounded as possible and highlight your achievements

Personal Information

First name:

Middle name:

Last name:

Home address:

Home telephone number:

Social Insurance Number:

Alberta Student Number:

Name of school:

School Address:

School Phone number:

Name of other high schools attended:

Examples of Academic/Technical Skills

Current report card

School transcript

Certificates of achievement

Scholarships

Awards

Performance appraisals; e.g. school, work, other

Other languages spoken or studied

Fine Arts; e.g. drama, art, music

Certifications: First Aid, CPR, Driver's License, WHMIS training, Coaching certifications,

Swimming, Babysitting

Other training courses; e.g. cadet leadership seminars

Examples of Employability and Transferable Skills

- fundamental skills, such as
 - communicating ideas
 - following directions
 - solving problems
 - gathering information
 - making decisions

- teamwork skills, such as
 - getting along with others
 - respecting differences
 - being supportive
 - co-operating with others to achieve shared goals
 - accepting and offering constructive feedback

- personal management skills, such as
 - maintaining a positive attitude
 - setting goals and priorities
 - being adaptable
 - learning continuously
 - working safely

Extra-Curricular Activities

Volunteer activities

Sports

Clubs at school

Clubs outside of school

International Exchanges

School Associations

Student Government

Employment History

Dates of Employment: When did you start your job and when was your job finished (month and year)?

Employer/Company Name: Who did you work for? What was the name of the company?

Job Title: What was your job title? What kind of work did you do?

Job Duties and Skills: What activities did you complete? What skills did you use? Did you help people? Did you use any tools? Did you operate equipment?

Awards

List all awards given, no matter how insignificant you think they are (school, sport and community awards)

Provide a brief summary of what the award is, and why you achieved it

Interests and Hobbies

List any interests and hobbies you have

Ex. Recreational sports, reading, playing a musical instrument

Future goals

- Educational goals – post-secondary plans, program of choice, major/minor
- Career goals – indication of what you will be doing upon finishing post-secondary training
- Personal goals – explain what you plan to continue (events, activities, interests, sports) and/or accomplish

References

Have three people in mind (choose appropriately for each scholarship)

Have the name, phone number, address (including postal code) for each

Relation to you (coach, teacher, principal etc.)

Give the person some background information on who you are so they can fill out the letters in a well-rounded manner:

- Give them additional information, including any strengths that are a focus of the scholarship
- School, Athletics, Community, Arts
- What you have done
- What you are doing
- What you want to do

Advise your references what scholarships you are applying for

Give the person plenty of time to write the reference letter

Examples of essay questions on an application form

1. Describe a situation or activity where you have shown leadership.
2. Describe a situation where you have challenged yourself to do better.
3. What is your most significant achievement?
4. Describe an event that caused a change in your perspective and lead to a new understanding of yourself or others.
5. Describe an issue that you have solved, or would like to solve.

Applying for Scholarships

Where to look for scholarships

Wellness Centre/Career Centre at your school

Employer

Intended College or University – once you have been admitted you can apply for scholarships

Service Organizations

Unions

Community Groups

Parent/Grandparent Employer

www.alis.alberta.ca/scholarships

www.scholarshipscanada.com

www.scholartree.ca

www.yonic.com

www.learningclicks.ca/toolkit

Application Tips

- Make a master copy of all of your information then you can copy and paste sections into scholarships instead of retyping everything all the time
- Type in a word document first to spell check and edit
- Save and save often
- Have someone read it over before submission
- Fill in all required information
- Use **N/A** if sections do not apply
- Do not repeat yourself when answering questions
- Answer questions clearly and concisely
- Check deadlines carefully
- There is a difference between postmarked and received by when sending applications in via mail