The Big Four:

1. Request **LETTERS OF RECOMMENDATION** if you haven’t already done so. Remember to fill out a ‘brag sheet’ and submit it to those who will be writing for you before Christmas break.

2. Create your **PROFILE** on the CaLocal website at [www.CaLocalScholarships.org](http://www.CaLocalScholarships.org). Remember to be **thorough** and **spell correctly** as this will be your application for several scholarships.

3. Write your **ESSAY**. Most scholarships require a 300 to 500 word essay outlining your educational and career goals. Once you have the basics down, you can alter it to accommodate specific prompts.

4. Complete your **RESUME**. Many scholarships require one, so you may as well do it now and be done with it. Resumes can either be completed on Naviance, or use a template from Microsoft Word.

The Next Steps:

1. Sort scholarships by eligibility and concentrate on those that are most ‘winnable’.

2. Begin creating your packets – additional materials may include:
   a. Cover page
   b. Photo
   c. Application
   d. Transcripts, if needed.
   e. Folders

   Remember, I have samples in the Career Center.....

Looking for more than just local scholarships?

Try out Chegg: [www.chegg.com/scholarships](http://www.chegg.com/scholarships).