

Spring 2017

**Tips for Completing
Disability Resources Department
Scholarship Application Packet**

Carefully Complete the Scholarship Application

- Review the scholarship descriptions
- Answer all the questions on the application
- SIGN and DATE the cover sheet

The Letter of Recommendation

- Choose someone who knows you well and who has seen your best work.
- Ask for the letter three weeks in advance.
- Send an email with details about the scholarship.
- Send a reminder e-mail two days before you will pick up the letter.

The Personal Statement

The scholarship committee carefully reads every personal statement. We want to learn about you, the challenges you face, and the creative strategies you use to be successful.

Paragraph 1: The Introduction

- Include information about yourself.
- When did you start attending SRJC?
- What are you studying?
- What are your educational, career and personal goals?

Paragraph 2: The Body

- Identify and describe your disability and the challenges you face.
- How does your disability impact you as a student?
- How have you managed your disability?
- List actual accommodations, campus or private resources and personal strategies you use to be a successful college student.

Paragraph 3: The Conclusion

- Write about why you are a good candidate for this scholarship.
- Be specific about your accomplishments.