

Scholarship Master Application Worksheet

Complete this worksheet and use the information for scholarship applications. Remember to include activities from grades 9-12.

Name: _____

G.P.A. _____ Composite ACT Score: _____

Colleges applying to: _____

Career or Degree of interest: _____

Scholarship Goal: (how much money is needed—tuition, books, housing, food, lab fees, transportation, laptops, and other needs) _____

Community Service: (List activity with dates involved and number of service hours provided for each activity. Then write a “power” statement about each activity. A power statement is a 1 or 2 sentence statement that tells one specific example about you, with numbers whenever possible that focus on results. These statements can be used to answer any question that is not general information or an essay question. See “Power Statements” handout.)

Activity	Service Hours	Power Statement
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Leadership Positions: (List positions and length of service.)

Position	Length of Service	Power Statement
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Action Verbs to Describe Accomplishments

PEOPLE

- Accomplished
- Achieved
- Activated
- Adapted
- Adjusted
- Administered
- Advertised
- Advised
- Analyzed
- Arranged
- Assembled
- Assisted
- Calculated
- Chaired
- Coached
- Conceptualized
- Conducted
- Consulted
- Contracted
- Convinced
- Coordinated
- Decided
- Delegated
- Demonstrated
- Directed
- Distributed
- Effected
- Explained
- Experienced
- Governed
- Indoctrinated
- Managed
- Motivated
- Organized
- Programmed
- Promoted
- Stimulated
- Supervised
- Taught

THINGS

- Built
- Calculated
- Changed
- Compiled
- Completed
- Constructed
- Created
- Designed
- Drafted
- Edited
- Enlarged
- Established
- Evaluated
- Examined
- Expanded
- Expedited
- Familiarized
- Formulated
- Generated
- Governed
- Guided
- Handled
- Hired
- Identified
- Improved
- Increased
- Indexed
- Informed
- Inspected
- Installed
- Invented
- Maintained
- Memorized
- Operated
- Prepared
- Programmed
- Revised
- Specified
- Used

IDEAS

- Adapted
- Analyzed
- Calculated
- Coordinated
- Created
- Defined
- Devised
- Established
- Executed
- Explained
- Generated
- Illustrated
- Implemented
- Initiated
- Innovated
- Integrated
- Investigated
- Maintained
- Marketed
- Modified
- Monitored
- Negotiated
- Obtained
- Organized
- Planned
- Presented
- Processed
- Processed
- Produced
- Publicized
- Recommended
- Recorded
- Researched
- Related
- Solved
- Surveyed
- Synthesized
- Transmitted
- Wrote

“POWER STATEMENT” Assignment: Now You Try It

1. Think of something you have done or a skill or a quality you have.

2. Make it into statement.

Statement:

3. Choose a verb that showcases the action you have chosen. (Refer to the action verb list.)

Verb: _____

4. Now, how did what you did benefit not only yourself, but others around you? (use numbers, if possible)

Benefit:

5. Put it altogether to create your power statement.

Power Statement:

Repeat the process to create another Power Statement

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Verb: _____

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Benefit:

5. Put it altogether to create your Power Statement.

Power Statement:

“Skills and Abilities POWER STATEMENTS”

THINGS YOU HAVE DONE!

Think of something you’ve accomplished. It can be small or large, but it has to be something you’ve done! What did you do? Find a verb that not just highlights but *showcases* the action you participated in. Now, how did what you do benefit not only you but also other people, the company, the community, the human species, etc.? Put the two together and voila! You now have a Power Statement. Remember not to *exaggerate* the things you have done; instead, think of a way that you can say it formally, assertively, and with confidence.

STATEMENT: Handed out flyers for a neighbor who was running for city council

IMPROVED STATEMENT: Assisted local politician with campaign by creating community awareness of His platform and vision.

STATEMENT: Wrapped shoes for honors society to donate at Christmas; donated money Sub for Santa

IMPROVED STATEMENT: Participated in National Honors Society service project where we wrapped 600 pairs of shoes to help local families in need.

STATEMENT: Earned Eagle Scout award after completing a campground service project.

IMPROVED STATEMENT: As one of 5 percent of scouts worldwide to earn their Eagle Scout award, my service project included spending 286 hours reinforcing 75 percent of the benches, painting all of the tables and benches, and cleaning and beautifying the grounds of a 12-unit camping area.

STATEMENT: I prepared hygiene kits to be sent to Haiti.

IMPROVED STATEMENT: I was one of a service group of 50 women preparing 2000 hygiene kits to be sent to Haiti for relief in temporary tent cities.

QUALITIES YOU POSSESS!

Personality traits are not always easily learned, so if there is something extraordinary about the kind of person you are, make sure to include it in an extraordinary way.

STATEMENT: I am good at talking to and getting along with people.

IMPROVED STATEMENT: Approachable personality and dynamic group worker

IMPROVED STATEMENT: Effective interpersonal communication skills

STATEMENT: I enjoy finding new ways to do things

IMPROVED STATEMENT: I am self-motivated and am willing to make sacrifices to reach project goals

STATEMENT: I was president of the tennis club

IMPROVED STATEMENT: As president of a 12-member tennis club, I instituted an elementary tutoring program for over 40 students to learn tennis skills and led my team in winning 80 percent of our meets

POWER STATEMENTS

- Generated imaginative and creative solutions for work-related situations
- Helped raise over \$80,000 in cash and in-kind sponsorship donations from 18 different institutions and companies
- As president of FFA, I led our 15-member club in planning, organizing, scheduling, and executing monthly meetings during my senior year
- Leader and active trainer of 20 fellow volunteers
- Supervised members and participated in FBLA as vice president
- Planned ways to strengthen youth in community to help them develop values and skills through structured activities
- Enjoy contributing to a team effort and creating a good working environment
- Self-starter, reliable, flexible, motivated, and organized
- Comfortable with variety of personalities and working in small groups
- I scheduled and supervised 4 young women ages 15-16 to provide a nursery to 70 children ages 18 months-8 years old 4 times a year while their mothers were in educational classes
- I was part of a group that assembled 350 hygiene kits for victims of the 2010 earthquake in Chile
- As chair of our schools Sub-for-Santa program, we raised \$5,000 and provided Christmas for 10 disadvantaged families
- Excellent written, verbal, and electronic communication skills
- Reliable and responsible in completing assigned duties
- Created financial worksheets for FBLA state business plan competition
- Assisted guests to correct table while providing excellent customer service
- Highly motivated with a strong desire for success
- Capable of executing complex tasks with little or no supervision
- Accomplish tasks on time and in order of importance
- Collaborated with other students to distribute Make-A-Wish project flyers and collect contributions
- Worked closely with special needs students to ensure positive learning and social environment
- Demonstrated proficiencies in telephone and front-desk reception within a high-volume environment
- Excel in the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude
- Strong service skills validated by the ability to remain calm and positive in the face of adverse customers
- Proficient in various computer applications: Microsoft Access, Excel, PowerPoint, and Word; Adobe InDesign, Illustrator, and Photoshop
- Experience in using office equipment: fax, phone, email, copy machines, etc.
- Defined responsibility expectations for each team member
- Encouraged team members by setting an example of persistence
- Willing to make personal sacrifices to reach project goals