



## **Tips for Award Applications**

### **Letters of Reference**

There are several types of reference letters: character, community, professional and academic. If you are asked to provide reference letters, be sure to select referees who are appropriate for the award for which you are applying. Example: For awards that have academic and community volunteerism components, you should have a reference(s) that can speak to your volunteer activities and your academic abilities and achievements.

A letter of recommendation typically follows this basic outline:

1. Salutation, such as "Dear selection committee"
2. Introduction, in which the relationship between the writer and the student is made clear
3. Body, in which the writer outlines the reason that the student should be considered for the award
4. Summary, in which all the points above are reiterated and words of thanks for consideration are utilized
5. Signature, along with contact information

In addition to containing all of these elements, a formal letter of recommendation should be printed, hand-signed, and placed in a sealed envelope. The referees' signature should also be across the seal of the envelope to show it has not been tampered with. In cases where a referee is not able to provide a hard copy letter by the application deadline, it may be accepted by email. Always verify or check with the owners of the award application for verification. NOTE: It will be your responsibility to ensure reference letters are sent on time to the correct place.

### **Resume/Curriculum Vitae (C.V.)**

A resume or C.V. for award applications is a record of your academic career, rather than your employment history. It should begin with your name and contact information and could include the following sections:

- Academic achievements/Education
- Extra-curricular involvement (on-campus and off-campus)
- Volunteer and leadership experience
- Awards and accolades
- Employment Experience

The items reported in each section should be listed in chronological order, starting with current or the most recent activities/experience. It is recommended that you have one main resume or C.V. that can be easily tailored for the various applications or purposes you require.



## Personal Statement

If asked to provide a personal statement or letter, you should report information in the form of an essay with paragraphs rather than point form notes. The committee is looking to obtain an impression of you by reading something you have written in prose. They will ask for a resume or C.V. if they are looking for a list of accomplishments. Be sure to highlight how you meet the criteria for the award and how this will award help you achieve your goals. Try to keep the letter length to two pages or less.

## Interviews

Some application processes may involve an interview. If you are called for an interview, take a moment to congratulate yourself for making it through round one of the selection process. Then prepare. First, familiarize yourself with the purpose of the award and review the contents of your own application. Be prepared to speak about your goals and plans for the future. Be sure to dress appropriately (business casual or professional).

During the interview, do your best to stay relaxed so your true self shines as much as possible. Try to remember the names of your interviewers, and maintain eye contact during the interview. Ask for clarification on any questions you do not understand or are unsure how to answer. Also, take time to think about your answer before responding. Taking a sip of water is a good way to take a moment to reflect on your response, as well as refresh the vocal chords.

### Final Tips:

- *Get your application materials together as soon as possible. Deadlines always approach faster than you would like.*
- *If you are unclear about any requirement of an application form, contact the offering organization for additional clarification.*
- *Be prepared! There are many online sources to help you prepare a resume, C.V. or personal statement, as well as provide tips on getting ready for an interview.*