



***“Inspiring Students To Excel In Higher Education”
Your Keys To Success In Acquiring Free Scholarship Money***

Summary

*Welcome to Inspiring Students To Excel In Higher Education scholarship and financial planning organization. You are receiving your official “**Tools for Success Package**” for participating in our program. We have carefully created an all-inclusive package to help High School Juniors/Seniors & College Students that are U.S. Citizens ages 16-23 in locating the resources for scholarships & financial planning.*

*You’ve taken the first step; so if each student follows our guidelines very carefully; then you will position yourself to win numerous scholarships with organizations nationally who are looking for participants to apply for their funds. You will also be eligible to participate in our **Awards Letter Competition** for submitting copies of your awards letters by our deadline of **December 30th**. You must have a minimum of **7** awards letters to participate and be eligible to receive our cash prize award of **1st Place \$300.00, 2nd Place \$150.00 and 3rd Place \$50.00.** Winners will be notified in February each year. You can submit your copies of award letters by mail, email or by fax. Please keep your originals. Here are the following items that you will need. **(folders, postage, envelopes, nice letterhead for your cover letter, dictionary, White out)***

The following pages will include:

Rules & Regulations/ Awards Letter Competition Details

How to find & win scholarships

How to apply for scholarships

How to write an award winning essay for your scholarship

How to create a Biography

How to select an Internship & their importance to your college degree

How to create a Resume with little experience vs. more experience

“All our dreams can come true...if we have the courage to pursue them” -Walt Disney

Rules & Regulations

*We appreciate everyone visiting our site. However, we must enforce the rules and regulations to be apart of our **Awards Letter Competition**. Our program is designed to give everyone the opportunity to receive the necessary tools to assist them in acquiring scholarships to help pay for their college education. We are offering an added cash incentive to students - to award them for their accomplishments and achievements. So, we want to make sure that all fairness is given within our program. Therefore, the following rules and regulations are being enforced. Please print off your copy of your document once it has been received. We also advise you to save the document in a folder on your computer, so that you will have more than one copy of your information. Should you have any questions outside of what's written; please feel free to email us at:*

Directors@inspiringstudentstoexcel.com

1. You must be a **U.S. Citizen** that is enrolled as a **High School Junior/Senior** or attending a **4 Year Accredited College**. Our program is only for Undergrad students. The required Grade Point Average is 2.5 or better.
2. You must be within the age group of **16-23yrs**.
3. You must be planning to complete your **Federal Student Aid Application**. Many scholarship organizations require this information when submitting an application to them; so that they know how much Financial Aid is needed.
4. You must have completed at least one college application –showing where you're interested in attending.
5. There are **No Refunds** permitted within our program. All information about our **Tools for Success Program & Awards Letter Competition** is thoroughly explained throughout our website. Your **\$35.00 commitment fee** includes the **"Tools For Success Packet"** of information on how to locate & win scholarships. Your commitment fee also allows for you to participate in our **Awards Letter Competition** once. There is a minimum of 7 scholarship award letters to participate in the competition.

Inspiring Students To Excel In Higher Education, LLC

Application

www.inspiringstudentstoexcel.com

Contact ph# 404-410-3069 & Fax# 404-410-2923

Email: Directors@inspiringstudentstoexcel.com

Mailing Address: P.O. Box 723031, Atlanta, GA 30339

Today's Date _____

Your Full Name _____

Date Of Birth _____ (must be at least 16 & no older than 23 yrs).

Grade Level of High School _____ (Year expected to graduate) –GPA _____

Or College Level _____ (Year expected to graduate) –GPA _____

Name of school you're presently enrolled in

List any schools that you're presently looking at - if you have not decided yet.

_____, _____
_____, _____

Please confirm that you are a U.S. Citizen _____ yes or _____ no.

Please confirm that you have read the Rules and Regulations to participate in our Awards Letter Competition. _____ yes or _____ no.

Home address _____

City & State with Zip Code _____

Home Phone Number _____ Cell Phone Number _____

Email address: _____

Survey Question: (In 50 words or less; please tell us why you are interested in our program and what your goal in life will be.) - *Submit this when participating in the Awards Competition

How To Find & Apply For Scholarships

There are many resources on where to find scholarships. One of your best resources will be your local library. It is also important to sign up with scholarship search engines. Be careful not to sign up for those where you are requested to refer names to their sites. Allow your friends to voluntarily sign up on their own to the sites of their choice.

*There are thousands of scholarships available and you want to use every opportunity and resource out there to find **Free Scholarship Money** to pay for your college education. There is no limit to how much scholarship money that you can receive. So, apply for as many scholarships as possible, so that you will be able to increase your chances of locating enough money to cover your entire tuition. You will need scholarship funds to cover tuition, room & board, administrative fees, book fees etc. The list that has been compiled will give you a good start on your search; however you will have to put in the work to locate even more that are out there.*

Getting involved within your community is indeed important, because this is a huge advantage with scholarship sponsors. Many of these scholarship providers are nonprofits that are committed to helping others. Maintain a professional online presence (Facebook etc). Scholarship organizations are just like employers and they will check you out to see the type of character that you portray on social media.

- *Here are some categories to include within your search as you begin to locate scholarships.*

State Funded Scholarships

Volunteer Work Scholarships

Athletic Scholarships

School Organization Scholarships

Minority Scholarships

Career Selection Scholarships

Celebrity Foundation Scholarships

Parents/Occupation Scholarships

Insurance Based Scholarships

Youth Affiliation Scholarships

Military Scholarships - To find out what type of financial assistance Scholarships for Military Children may offer, please visit their website at: <http://www.militaryscholar.org/>

Community Based Scholarships –Coca Cola Scholars Program

So, the next page will give you a sample of scholarships to apply for to get you started.

Scholarship Listings & Categories To Use

Essay Scholarships

IAPMO Scholarship Essay Contest

FRA Americanism Essay Contest

Washington State Association for Justice's American Justice Essay Scholarship

(Search for more)

Volunteer Work Scholarships

Alliant Energy Community Service Scholarship

Samuel Huntington Public Service Award

American Rhodes Scholars

(Search for more)

Athletic Scholarships

Alfred State College Athletic Talent Grants

Scholar Athlete Milk Mustache of the Year (SAMMY) Awards

World Sport Chicago Scholarship

(Search for more)

State Funded Scholarships

COAG Scholarship

Carson Scholars Fund, Inc.

The Heidelberg College Out Of State Grant

(Search for more)

Corporate Scholarships

Best Buy Scholarship

HCF Google Scholarship Program

Dell Scholars Program

(Search for more)

Minority Scholarships

Gates Millennium Scholars Program

RTNDA Ed Bradley Broadcast Journalism Scholarship

Edward S. Roth Manufacturing Engineering Scholarship

(Search for more)

Career Scholarships

AAAS Minority Science Writers Internship

NYCDA Scholarship

LeRoy W. Homer Jr. Scholarship

(Search for more)

Computer Science Scholarships

Xerox Technical Minority Scholarship

Aises Intel Scholarships

AIAA Foundation Undergrad Scholarship

(Search for more)

Celebrity Scholarships

Tiger Woods Foundation – Earl D. Woods Scholarship

Seinfeld Scholarship Program

USPAACC Bruce Lee Scholarship

(Search for more)

Applying For Scholarships

It is important to start a scholarship file and keep copies of every scholarship application you fill out. In many cases; you'll be able to use some of the information on the applications over and over again. Be very neat and accurate on the applications. Try not to scratch out errors; but use white out instead. Always answer each question honestly and directly. You can apply for as many scholarships that you'll need to cover the expenses involved with attending college. Even the smaller scholarship funds add up, so don't stop looking. Be sure to read the guidelines carefully for each scholarship "before you apply" in order to avoid your application from being tossed out by the scholarship committee.

*Have a folder for your scholarship applications and all supporting documents. Some applications will require letters of reference, an essay, short biography or financial documentation. Make plenty of copies of these documents to have ready on hand when needed. You will also need a notebook designated for applying for scholarships as well.

*Keep track on a calendar the various deadlines for getting scholarships mailed. It is very important to have good organizational skills during this entire process and in general. You will need a bottle of "White Out" for neatly correcting your mistakes made on the application. You will also need a dictionary to make sure to avoid spelling errors. You will also need stationary for scholarships that you've accepted. Often times, scholarship organizations allow for renewed funds & your 1st impression of courtesy in sending a "thank you" letter can be very beneficial to you.

*Get (2-3) reference letters from your teachers at school; one from an employer, volunteer coordinator as well.

Here is a formula for you to use to understand how many scholarships to apply for:

Once you know what funds you'll receive from Federal Grant Student Aid; this will help you even more in applying for scholarships. Unless you're being offered a full tuition scholarship; you want to always make sure that the school will be affordable and have at least 3 to select from. Some schools are on semesters as opposed to quarters – so take for example a school that costs **\$25,000** which includes room/board along with student fees. Your **Federal Student Aid is \$5,000** –so this means that you need to find **\$20,000 more in scholarship funds**. The average scholarship award is generally about \$2-5k. So, to gain this amount of money you want to look for renewable scholarships and apply for 15-20 scholarships. Be sure that you are eligible for the scholarships that you apply for to not waste time. Applying for 15-20 scholarships should definitely put you in the running for winning enough scholarships and perhaps leave you with some funds left over. **\$20,000 div. by 15 scholarships averages \$1,333.33 in scholarship funds**. The key is to select the \$500 and above scholarships overall to gain enough funds to fund your education debt free. Of course if you are eligible to apply for larger amount scholarships, give that a try as well; because that will lessen the amount of scholarships that you'll need to apply for. Keep in mind that there are a lot of students nationwide that may be applying for the same scholarships that you are applying for; so the more you can submit to will help you in the long run.

Backup Plan for Additional Funding Needed

Work Study Programs on campus. Apply early, just in case this will be needed.

State & Bank sponsored 529 College Savings Plans – there are many tax benefits to having these. The Federal Gov't. offers tax credits towards tuition and certain related expenses. **(Research this)**

Student Grants - www.studentgrants.org –there are other grant types that students can apply for.

How To Write An Award Winning Essay For Your Scholarship

Here are some key points that will help you with writing an award winning essay. First you must always make sure that you've met the qualifications to apply for the scholarship such as: age, grade level, area of study, state you reside in, grade point average, etc. Make sure that you have plenty of time to meet their deadline for applying as well. You may want to also check out a book at your local library on writing tips just in case you are not gifted in this area.

Always **research the organization** that is offering the scholarship. Make use of your notebook for these details to understand their purpose, mission and goal for their scholarship. If the scholarship is a memorial fund; then you want to research the name of the person that the fund is created for. Often times you will find this information right on the internet. If the scholarship is provided by a private company; understand the work of the company and their motivation for offering the scholarship. Check their website for previous winners of the scholarship and review their comments and essays that helped them to win the scholarship. Never use the exact same content that the winners have written; but do research the information as a resource to assist you with your motivation of what you'd like to write about. **Follow directions:** if they ask for a specific word count, be sure to give them what was requested. If they ask for a certain font style for the essay to be typed; give them that as well. "Only give your opinion when it is asked for."

Always stick to the subject of the essay. The **title of your essay** is very important. Select a topic that is appropriate and something that you're interested in writing about. The title should always tell the reader what you will be writing about. Try to **develop a theme** when you write your essay. Think of five ideas and research the information. Then select your best theme that fits your topic. Using quotes can add more variety to your essay as well. Be sure to give credit to who wrote the quote and to use the quote correctly. Visit the following websites that offer some really good **inspirational quotes** to use when writing: www.inspirationalquotes4u.com, www.heartsandminds.org. Notice in our website how we use quotes to express our points (www.inspiringstudentstoexcel.com). Next **create an outline** to make sure that you include all of the important areas that you need to cover within your essay. Go back to the basics of your early childhood days (**5 W's – Who, What, When, Where & Why**). The **opening paragraph** gives you the opportunity to grab your readers attention; so always make sure this area is enjoyable and interesting. **Show enthusiasm in your writing**, even when it is on a serious topic. When writing on a topic of adversity; speak about positive solutions to overcome obstacles and how you would like to contribute to society. **Proofread several times for spelling errors, grammatical errors, word count, font verification, etc.** Read your essay out loud. The more experience that you gain; will help you to feel good about your writing and cause you to smile each time. Also make sure to do a check list for everything that the organization has requested for your submittal – before you submit your information. Missing documents will cause your application and essay to be eliminated. You can always follow up with an email or phone call to confirm that your documents have been received. Once you're complete; have a parent, instructor or Guidance Counselor to review what you've written to critique you. It's o.k. to have someone review your material to assist you in correcting any mistakes or offer some helpful tips to improve your writing. Always be sure to keep a main copy for your records.

Ok here's your first assignment to build your portfolio of documents: Write 3 essay's on the following topics:

- (1) "Community Service and the importance of Volunteer Work"
- (2) "How will this scholarship benefit my career & goals in life?"
- (3) "Personal Essay about your life"

Having these essays prepared will help you for submittals. All you will need to do is tailor your essays to fit the topic and scholarship organization which will make your "job" that much easier in applying for scholarships.

How To Create A Biography

Creating a biography of yourself can be a lot of fun. It gives you the opportunity to share with your audience the things that you do, the places that you've been and the many accomplishments that you have acquired. Many people who are in their professional careers have a personal biography prepared up for themselves. So, it's important that students have one as well. Why? Scholarship organizations often will request a biography from the applicant to have a better understanding of who you are. So, the following description will assist you in preparing your own personal 1 page biography. We do recommend that you purchase some resume paper at your local office supply store or even your local Walmart, Target etc that sells stationary. Remember how you present yourself is a key element in receiving scholarship money from these various organizations. So, having this already complete will shorten the amount of work once you start applying for scholarships.

Your opening statement should be creative to describe who you are. Keep in mind that it is important that you save your biography in a folder on your computer & keep several copies for your files, because over the years as your status changes – so will your biography. Presently you're a student – so 5 years or more; it should change into a professional career biography with updated information. Here's an example of the information that you'll need to include in your biography.

Your Name
Address
Contact Number

- 1 Open up biography with a descriptive statement about who you are to capture your audiences attention. List your goals & ambitions in life and your biggest inspiration that you have in life. If it's a parent – that's definitely ok to mention. You'll want to allow your Scholarship Committee Review Board to have a better understanding of who you are.
- 2 Your next paragraph should include any clubs, organizations, church etc. that you're apart of. List years beginning to the end of your participation.
- 3 Your next paragraph should include **Special Awards & Recognition**. List the current dates first and older dates afterwards. Make mention of any special honors or trophies as well and the dates that they were received along with the title.
- 4 Your next paragraph should list any volunteer work that you do or have done. List the organizations and or business establishments name and give a brief description of what your assignment was.
- 5 List hobbies and favorite past times. If you have a talent with any musical instruments etc – list them in this paragraph and the length of time that you've been working with your talent . Your talent doesn't have to be just music; it can be any special gifts that you have. List within this same paragraph, the various places that you've travelled and your most favorite. (Check online for more examples of biographies; if you need help.) Conclude with a statement to say where you see yourself 10 years from now.

Why Are Internships Important?

*Internships are important, because they can help you to gain experience within a certain field of work. Often times students make it all the way to graduation and never seek out an internship. An internship can make a big difference in getting a job once you graduate from college. Often, students will select an area of study and then realize later on – that they don't enjoy the career choice that they've selected. So, that's why it's good to volunteer or work in the field that you've selected as a career, to prepare yourself for your future. **"Try not to waste time while in college with doing things that have no value to your future."***

First you want to choose a job target and then read the description details about the job. If this type of job is in relation to the career choice that you will be studying while in college – then you want to gain as much experience as possible.

The next tool of information will give you examples of what you could be doing while in your last year of High School and while in college. Always document the various tasks that you've learned to form your resume.

Medical Field – Volunteering at a hospital. Many hospitals have volunteer programs specifically geared towards young people. If you're age 18 & up; Family Shelters, Children Shelters, Battered Women's Shelters, Homeless Shelters. Many doctor offices will provide internships to college students. It is important that you understand that to work in the medical field; you must acquire the skills of working with all types of people.

Legal Field – Volunteer at a law firm. You can go online and look up law firms in your area to call or in the local phone directory. Many law firms will offer paid internships as well for students looking for work over the summer. Often time you can find online special court case studies that you can volunteer to be a part of.

Business Field - Many local offices look for summer part-time help as well as full time. If you have a relative or know of someone who owns a business, you can offer to volunteer on occasion to help them with any office work. Working in a business office will help you to acquire more computer skills, data entry, payroll, marketing, advertising and seeing how the day to day operations go in running a business.

Education Field – It is very important for you to have a heart for children and a passion for working with young people as you study within this field. Focus on your best subject that you're good at and sign up to help tutor in that subject. Possibly at the local library or somewhere you feel comfortable tutoring at. You may set your own time and fee as well. Also there are many summer camp programs that hire students 16 & above to help them out with the children. There are also Day Care & Childcare Facilities as well - who are often looking for part-time help.

Media Related Field – This field is so broad and the local radio & TV stations are always looking for volunteers and interns. Some internships are paid and some offer college credit. Many of your local newspaper companies offer internships as well.

Know The Rules Of Working As An Intern

Internships are important for students; however it's important to know what the law says for students interning at businesses. Any time you're interning at a business and your work is "benefitting" the organization; then you must be paid at least minimum wage for the time that you're at work. You may confirm this information at the (Fair Labor Standards Act, which is enforced by the U.S. Dept. of Labor).

Fact #2 – In order for the internship to be unpaid, an intern must receive some sort of training from the organization that will benefit the student. It is important to understand that the training must be similar to what a student would receive in a vocational school.

*An intern is allowed to work with a paid employee in order to learn how to do a particular job; however they aren't allowed to work in a position of performing an employer's job and not receive at least minimum wage.



How To Create A Resume

A resume is a summarization of your personal history and professional experience. Many scholarship organizations may require a copy of your resume to be sent in along with your application. You will always want to print out your resume on resume paper only & save a copy on your computer. Remember that presentation is very important. Your resume should be one page only. Although many students may not have much work experience; it is important to create a resume of some sort, listing the types of work that you've done and showing your level of motivation for acquiring work. We have created two styles of resumes within your set of tools to assist you in identifying the type of resume that would best fit your work description. You may also feel free to go online and review some of the various formats of resumes.

Youth/Student

Name

Home Address

City and State with Zip Code

Contact Phone Number

Objective Statement: Defines what you would like to do as a career choice.

Summary: Defines what your overall experience is based on volunteer work, part-time work, internships etc.

Education: List the name of the school that you presently attend with the city and state. Give the year of graduation and the type of diploma that you are expected to receive such as: Standard Diploma or College Preparatory. List your overall Grade Point Average in this area as well.

Awards & Honors: Any special awards that you've received through your high school years is important to mention here with the year and description.

Professional Experience: List any internships, volunteer assignments and give the name of the business and length of time for your assignment. Part-time work or full-time work should reflect the company's name and the time frame that you worked there and a description of the work performed. Always put the most current dates first and older dates to follow.

High School Experience: List the various organizations that you were a part of in your school and outside of your school. List the dates as well. Example if you were elected with a Student Council position – list it. If you were the homecoming queen or king – list it etc. All details are very important.

College Student Resume

Creating a resume while in college is important long before you graduate. Scholarship organizations will look at your work ethic and motivational drive. A college student that is applying for a scholarship and is within their 1st, 2nd or 3rd year of college without any work experience may not sit too well with the committee that is reviewing your application. As we stated earlier; volunteer & internships count as work history for students. So, it is important to understand that your years of college should be spent wisely with laying your foundation for your future.

Name
College Address
City and State with Zip Code
Contact Phone Number

Education & Training: List the name of the college that you are enrolled in and your area of study. If you have any other certificates of training –list them as well.

Objective: Tells the employer what type of position that you're seeking that will utilize some of the various skills that you have.

Summary: Defines what your overall experience is based upon various jobs that you have worked. You could also include internships here if you have plenty of employment history to fill up the employment history section.

Employment History: List most current first. Always bold print the name of the job title. Make sure to list the most current dates before the older dates. Always give a description of what job you had as well. You may list any internships in this area as well, along with the details about your length of assignment and job tasks performed. You want to always utilize the space on your page based upon how much information that you have to fill in. If you have a small amount of information then you want to double space in between paragraphs and enlarge your font for each subtitle. Notice the format that was used in this college resume information.

You can list at the bottom * **References Available Upon Request**