

Guidelines for Compiling Supplemental Application Materials for the CPHS Scholarship Application

See the information below as a guide that the Scholarship Committee utilizes to evaluate supplemental materials*.

Cover Letter

- Ensure that cover letter is in correct formatting
 - Consistent formatting/font use throughout
 - Font
 - Text spacing
 - Appropriate length
- Spelling, punctuation, grammar, and mechanics
 - Cover letter is proofread with no spelling/grammar mistakes
- Content
 - Don't generalize your letter, make it unique
 - Provide specifics without over exaggerating
 - Explain why you deserve the scholarship

CV/Resume

- Overall Style and appearance
 - Easy to read
 - Flow well
 - Organized
- Spelling, punctuation, grammar, and mechanics
 - Always proof read and do not make elementary mistakes that could be easily avoided
- Content
 - Sections formatted consistently correctly (including dates, location, names, etc.)
 - Show evidence of well-rounded involvement in school, work, the community, and organizations
 - Contains a variety of sections that highlight education, experience (work, volunteer, and/or leadership), memberships, organization involvement publications , research, and more

*While the bulk of your scholarship evaluation will be based on your supplemental materials, note that other factors such as GPA, previous work experience, location of high school education, and more may also be taken into consideration in the scholarship assigning process.