



**PIKES PEAK
COMMUNITY
COLLEGE**

SCHOLARSHIP APPLICATION RESOURCES

ppcc.edu/scholarships





WANT MONEY FOR COLLEGE?

No matter what financial assistance you are looking for you must do these three things:

1. Complete your FAFSA (Free Federal Application for Student Aid) OR contact the Financial Aid Office for alternative means of determining need.

Your FAFSA determines your eligibility for financial aid including grants, scholarships, work study, and loans.

The FAFSA application link is found at fafsa.gov. Use **PPCC's code: 008896**.

For questions on financial aid contact the Financial Aid Office at financialaid@ppcc.edu.

2. Complete the General Scholarship Application.

PPCC has both need-based and merit-based scholarships. Eligibility for most PPCC Foundation scholarships will be based on information provided in the general application. Some scholarships have additional application requirements.

Application: ppcc.edu/scholarships

Questions: scholarships@ppcc.edu

3. Sign the Privacy Release.

You must complete the privacy release to be eligible for a majority of PPCC Foundation Scholarships. The link to the privacy release form will pop up upon submission confirmation pop-up, after you complete your application it will also be included in the confirmation email that will be sent to your student email address.



1

Visit ppcc.edu.

- Select Login to sign into your student portal.
- Then select the Student tab.

2

Select the “Scholarship Management” link.

The link is in the center of the page, in the Scholarships window.

3

Complete the General Application.

From the homepage select **Start Application**

- Review pre-filled fields.
- Answer all blank questions.
- Upload your resume and most recent transcript.
- Complete your personal statement.
- Add references.
- Complete acknowledgments.

If there are errors in the pre-loaded fields, please contact the Registrar's office at 719-502-2052 to update your Banner record.

4

Review Application and Submit.

Select **Submit Application**.

5

Complete your consent and FAFSA and/or visit Financial Aid to determine your financial-need eligibility.

Select **Consent Form** link.

Many of our scholarships have financial restrictions; please complete your consent and FAFSA and/or visit Financial Aid to determine your financial-need eligibility.



SCHOLARSHIPS

PPCC Foundation uses the information provided on the general application to match you with multiple scholarships. After you have completed the general application, scholarships with additional requirements will be listed. Complete the additional applications to be considered for more scholarships.



NEED ASSISTANCE

Contact the Scholarship Office at PPCC Foundation at scholarships@ppcc.edu or 719-502-2016



PERSONAL STATEMENT

What is a personal statement?

A personal statement is your story. It's a highlight of experiences and lessons learned over the past that have motivated and equipped you for future success.

Why do I need a personal statement?

Your story is bigger than just transcripts and resumes. Use the personal statement to give the review committee a glimpse into who you are, what motivates you, where you've been, and where you want to go.

What should I include?

- An experience that has impacted your life, good or bad, and what you learned from that experience.
- What motivates you.
- What brought you to PPCC and what you hope to accomplish here.
- How a scholarship will help you get to graduation.
- Your plans after graduation.

Proofreading Tips

- ✓ Read your essay several times—does it flow well?
- ✓ Proofread it for a second time after 24 hours.
- ✓ Read your story aloud. This helps catch errors.
- ✓ Ask another person to read your story (family, friend, staff or faculty).
- ✓ Bring your rough draft to a writing tutor in the PPCC Learning Commons. He or she will help you develop your ideas into a cohesive essay.



PERSONAL STATEMENT BRAINSTORMING WORKSHEET

The following questions will help develop your personal statement. The final statement will tell us about you you are...

Tell us about yourself and why you chose PPCC.

Share an experience (school, life, or work) that challenged you. How did this challenge impact your life and how did it contribute to who you are today?

What are your goals for the next 1- 5 years?

What would receiving this scholarship mean to you?

Is there anything else you'd like to add?



REFERENCES

Good references are like witnesses; they are willing to complement your story—people who can affirm your character and abilities, and highlight your strengths.

WHO SHOULD I HAVE AS A REFERENCE?

- Find people who believe in you and are willing to complement your story and who can speak to your character, abilities, potential and qualification for scholarship.
- References should be objective. Do not use friends or family, instead find a teacher, coach, supervisor, colleague etc...to serve as your reference.

HOW SHOULD I ASK FOR A REFERENCE?

- Ask the person you'd like to have as your reference before you enter their email address in the application—you want to maintain a good relationship with those serving as your reference.
- Provide them with the deadlines and make sure they have time to respond to your reference request.
- People are busy. Check to see if your references have been completed before the deadline and follow up if necessary.
- After the reference has been completed, thank the person for their time.



CRAFTING YOUR RESUME

Your resume is part of your scholarship application. It should be professional looking, without errors, well organized, easy to read and concise.

Contact Information

- Name, email, phone number.

Academic/Career Objective

- One or two sentences that highlight your overall skillset and/or describes what you are hoping to accomplish.

Experience and Skills

- Relevant and recent work history: Describe your roles and accomplishments, not just your assigned duties.
- **Hard skills you possess:** These are skills that can be easily demonstrated, that you acquired either through education or work experience. Example: Microsoft Office, SQL computer language, CNA license, etc.

- **Soft skills:** Skills that are not easily measured but are demonstrated through interactions with others, like critical thinking, problem solving, leadership.

Education

- List your highest and most recent level of education first.
- Include your post-high school education including any relevant training or certifications.
- Include your high school diploma and graduation date or GED
- Include relevant volunteer experience, internships, or research.



Additional Options

If you are in high school or have limited job experience, you may add relevant information that demonstrates desired skills.

- Professional, student, and community memberships.
- Languages you understand, speak, and/or write.
- Leadership positions you've held at school or in your community.
- Athletic and/or artistic experiences and achievements.

RESUME WRITING TIPS

- Use a professional, easy-to-read font like Calibri, Arial, or Times New Roman.
- Keep it concise—one page is preferable.
- Use accomplishment statements and quantify with numbers, facts, and figures.
- Remember to share your soft skills.
- Avoid unnecessary, unfamiliar or industry specific jargon.
- Proofread your resume. Read it out loud, ask a friend, colleague, tutor, or mentor to read it and offer suggestions. Walk away from it and read it again.

ADDITIONAL RESOURCES:

PPCC Career and Retention Services | ppcc.edu/careerservices or 719.502.2360

Access a variety of Word resume templates | Open Word > File > New > Search for resumes

Pikes Peak Workforce Center, ppwf.org | Offers free career planning and job search workshops including one on creating a better resume.

RESUME BRAINSTORMING WORKSHEET

Career Objective

List five words that describe what skills you bring to a team or what you are looking to achieve through your chosen career path.

Hard Skills

List four of your hard skills. Example: Languages spoken, computer programs, research, and trade skills

Soft Skills

List four of your soft skills. Example: Excellent communication, conflict resolution, or problem solving skills. For each listed skill give an example of how you have demonstrated that skill in school, work, or life.

Accomplishment Statements

Use the space below to list a job responsibility and job tasks. Then combine your responsibilities, tasks and success to craft an accomplishment statement.

Example:

Job Responsibility

Take and fill customers' orders accurately and quickly.

Job Tasks:

- 60 customer orders every hour
- average of 1 minute per order
- 0 mistakes on orders

Accomplishment Statement:

Handled 480 customer orders per day with an average fulfillment time of 1 minute per order and 0 mistakes; increasing customer satisfaction by 75% and store profitability by 25%.

STUDENT RESUME SAMPLE

Use this type of resume if you have limited work experience. This is a resume that includes any work history and highlights your education.

SUSAN QUIGLEY

35 White Street, New York 10001 • (123) 555-8910 Cell: (555) 555-1234 • susan.quigley@abcu.edu

CAREER OBJECTIVE

Soon-to-graduate honors college student, fluent in Spanish and with several years of teaching and tutoring the language to adults and students, seeks a position as a translator at a top East Coast firm.

EDUCATION

ABC UNIVERSITY, New York, NY

Bachelor of Arts in Education, May 2019 (Expected Graduation Date)

Double Majors: English and Latin American Studies; Minor: Spanish; Overall GPA: 3.875

- Honors and dean's list every semester.
- Studied abroad in Bogota, Columbia, January-May 2017.
- Served as president of the school Spanish club; tutored nearly two dozen students in Spanish.
- Received three "Best Student" awards.

RELATED EXPERIENCE

CERVANTES LIBRARY, New York, NY

Library Assistant | September 2016-Present

Perform general administrative duties to support professional staff and assist students with research.

- Designed a presentation, published to the university website, outlining how to most effectively use all of ABC University's facilities when undertaking a research project.
- Received award for "Outstanding Student Employee of the Year" due to excellent customer service and research skills.

CALLES Y SUEÑOS CULTURAL SPACE,

Bogota, Columbia | Intern Spring 2017

Helped design and implement programs in which community-based artists traveled to schools to work with children, teaching them about expression through art.

- Assisted teaching complimentary English lessons to community members of all ages.

QUEENS COMMUNITY LIBRARY, Queens, NY

English Tutor/Volunteer | Jan.-May 2015

Assisted students in writing and proofreading essays, utilizing rhetorical devices.

- Cataloged thousands of donated books, CDs, and DVDs in Excel database.
- Started a weekly book club group to help elementary students learn basic Spanish.

Other Experience:

Summer Counselor, NY Arts Camp, Catskill, NY
Trombonist, All-State Wind Ensemble • Swim Team
Assistant Coach, YMCA, Brooklyn, NY • Editor-in-Chief, ABC University Student Paper

CHRONOLOGICAL RESUME SAMPLE

Use this if you're an experienced worker looking for a job in the same field or to highlight career growth. This is a resume that lists your jobs in order from most recent to past.

JAMES APPLICANT

17017 Home Blvd. • Edmond, OR 00222 • (555) 555-1212 • james.applicant@email.com

OVERVIEW

Energetic and motivating leader with a proven ability to effectively manage both staff and long and short-term projects. A self-starter and strong independent worker who excels at analyzing products and procedures in order to generate new ideas that improve efficiency and production quality.

PROFESSIONAL EXPERIENCE

COMFORT, INC., Edmond, OR MANAGER (2014-Present)

Manage daily operations of a \$1 million foam insulation company.

- Train and supervise work crews in more efficient product installation techniques resulting in reduced material waste by 20 percent and labor hours by 43 percent.
- Instrumental in developing sales team's knowledge in the areas of building science and energy conservation in order to provide customers with the information to successfully plan for, and utilize, spray foam insulation.

MILITARY BASE. Edmond, OR DATA NETWORK MANAGER (2012-2014)

Managed command and control data network used to generate video representation of geographic area surrounding the ship. The team consisted of 38 individuals from four departments.

- Production Control Officer | Coordinated the efforts of 135 personnel utilizing 37,000 man hours. Completed 520 jobs totaling over \$4 million during a 13-month refurbishment period.
- Assistant Command Duty Officer | Directed daily routine utilizing a duty section of 600 personnel from 12 different departments.

MILITARY BASE. Edmond, OR INSTRUCTOR PILOT (2008-2012)

Administered, coordinated, and supervised flight and academic training for the United States flight training program that encompassed over 200 instructors and 600 students in five units.

- Coordinated and supervised four Flight Commanders to ensure that pilot completion rates met quarterly and annual goals.
- Managed and scheduled 11 instructor pilots and 38 flight students to complete primary and intermediate level flight training.

EDUCATION

AUBURN UNIVERSITY MBA in Finance, 2018

UNIVERSITY OF COSTA RICA Bachelor of Arts in Business Economics, 2004

Aviator | Advanced Flight Training United States Flight Patrol

FUNCTIONAL RESUME SAMPLE

Use this if you're changing careers or have significant gaps in employment. This is a resume that highlights skillsets and experiences rather than chronological work history.

JOHN A. DOE

999 Main Street, Ann Arbor, MI 99999 • (123) 555-1234 • johndoe@email.com

CAREER OBJECTIVE

Experienced and versatile professional with strong urban planning as well as people, management, and research skills seeks a position in urban planning and environmental impact analysis with a major city or Fortune 500 company.

CORE QUALIFICATIONS

- Background managing direct transportation planning and programs
- Adept at managing programs and people
- Able to anticipate and project organizational change
- Background as administrator of office operations

EXPERIENCE AND SKILLS

Skilled in Government Guidelines • Quality Control • Urban Planning • Environmental Impact Mitigation and Research • Urban Planning • Geology/Hydrology • Site Evaluations • Computer Software Tools • Scientific and Business Grant Writing

Administrative: Lead coordinator for the daily processing of thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.

Problem Solving: Designed a waste-management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal, and glass, achieving net savings of \$20,000 per building annually and reducing company disposal obligations.

Management: Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

EMPLOYMENT HISTORY

- Senior Process Engineer, September 2016-Present, Zezee Corp., Ann Arbor, Mich.
- Process Engineer: Technical Support, September 2012-September 2016, Zezee Corp., Ann Arbor, Mich.
- Technical Professional, September 2010-September 2012, City of the Stars, Mich.

EDUCATION

**Master of Business Administration (2015);
GPA 3.9**

Southern Nazarene University, Bethany, Okla.
(Online Program)

**Bachelor of Science (Emphasis: Ecosystem/
Environmental Business) May 2012**
Eastern Michigan University, Ypsilanti, Michigan



**PIKES PEAK
COMMUNITY
COLLEGE**

5675 South Academy Boulevard | Colorado Springs, CO 80906
719-502-2016 | ppcc.edu/scholarships | scholarships@ppcc.edu