PERSONAL STATEMENT

• What is it?
  • A short essay about why you deserve this scholarship
  • An opportunity for us to get to know you!
    • We have your transcript
  • It must be memorable
PERSONAL STATEMENT

DO

• There are different ways to start but make sure that you are grabbing our attention from the start
• Proofread – this can make all the difference!
• Clear and Concise
• Have an outline, plan ahead

DON’T

• “Since I was 3, I have always wanted to be a vet.”
• Do it the night before
• Ask for someone to proofread the day of
• Handwrite any part of your application
• Casual Language
TIPS

• Know your audience: the Scholarship Committee is made up of staff and faculty
  • Some scholarships will be seen by the Donors – Donors who you may end up meeting
• Use professional language – but try to keep it from getting “wordy”
• PROOFREAD
• Highlight what is relevant for each Scholarship you are applying for
  • Read the description carefully
I have always wanted to be a vet! Vet school vet school vet school vet school vet school. More stuff about how I want to be a vet. Oh, yeah, and I kind of like animal science because that’s my major, ya know?

I am not that good of a student. But I love animals! I am not strong academically, but drive and passion will carry me through the rest of school.
LETTER OF RECOMMENDATION

• Pick someone who **knows** you!
  • It doesn’t have to be someone from UCD
    • Although as you get further into the program, the more that we expect it to be
    • TA’s can also be appropriate depending on the situation
• Always read the guidelines of your scholarship application
  • Ask if you don’t know!
OTHER ITEMS

• Resume – keep it to one page!
  • The ICC has a resume workshop
• If you are applying for more than one scholarship:
  • Make sure that your personal statements are different
WHAT IS PROFESSIONAL ETIQUETTE?

• Unwritten code of conduct regarding interactions of individuals in a business setting.
• Makes everyone feel comfortable
• Makes things flow smoothly
• Leaves a lasting first impression
• Gives you a competitive edge
• Or......
# DRESSING FOR SUCCESS

**Do’s**
- Dress appropriately or ?
- Be clean
- Minimal Jewelry
- Shave
- Manicure

**Don’ts**
- Headwear
- Wrinkles
- Tight-fitting
- Expose tattoos
- Heavy perfume/cologne
- On-site grooming
What to wear?

This guide demonstrates how to wear Business Professional and Business Casual attire for your upcoming career events.

Note: For interviews, always choose Business Professional attire.
INTRODUCTIONS

• ALWAYS state your first AND last name
• ALWAYS stand when being introduced (why?)
• Wear name tags on the left side (why?)
• Keep your right hand free for shaking
• Handshake
• Eye contact
• Closing statement
CONVERSING

- Proper grammar & vocabulary
- No slang, or swearing!
- Show interest
- Avoid controversial topics
- Body language
- Actively participate
DINING ETIQUETTE

• Be polite
• Wait to be seated
• Leave bags, purses, on floor
• Your napkin
• Elbows and arms
• Utensils
• Speaker begins eating first
• Bring food to your mouth
• Don’t talk with your mouth full!
MORE DINING ETIQUETTE

• DO not eat with your fingers, unless.....
• Try & eat at the same pace as others
• Don’t double-dip
• Excuse yourself if you leave the table
CELL PHONES

- Turn on silent or off before entering event
- If you must check calls/texts, leave the room
- Do not keep your phone on the dining table
OTHER TIPS

• Only say “thank you” once or twice
• Never pull out anyone’s chair
• Don’t cross your legs or arms
• Keep fingers together when pointing
• Arrive on time
• Be prepared

• Just be polite