

Best wishes!!!

Delta Sigma Theta Sorority, Inc.

Denver Alumnae Chapter

Scholarship Committee

P.O. Box 7432

Denver, Colorado 80207

Contacts: Daphne L. Hunter (303) 858-9972

Or Catherine Wright (303) 328-5985

*Applications available at www.denverdeltas.or
or in Counselor Offices of Denver Metro High Schools*

DELTA SIGMA THETA
SORORITY, INC.
Denver Alumnae Chapter



SCHOLARSHIP GUIDELINES,
AND
INTERVIEWING TIPS

Guidelines for

Applying for Scholarships and Interviewing Tips

Applicants should:

- ___ Read the application thoroughly. Make sure you have the qualifications to apply – i.e. GPA, community service, etc.
- ___ Complete all sections. Follow instructions – i.e. If asked for one page, do not send two.
- ___ If asked for two letters of recommendation, do not send ten, etc.
- ___ Write legibly and clearly.
- ___ If the application asks for an Official Transcript, send an Official Transcript not one that has been issued to the student. It must have an official stamp or signature from the school and usually will be placed in a sealed envelope.
- ___ Check off each area so that nothing gets overlooked.
- ___ Call the contact number or send an e-mail if there are questions.
- ___ If the application asks for the 1040 form from the current year, it means the parents must complete their Income Taxes early. Even though taxes are not due until April 15th. It does not mean last year's forms. Parents please attach the 1040 and 1099 to the 1040. Only send pages 1 and 2. ***This is one of the most common mistakes.***
- ___ Have someone read your narrative (essay) checking for correct grammar and spelling.
- ___ Make sure all items that require a signature are signed.
- ___ Manage time and make sure the application is mailed on time in order to arrive before the deadline. Apply the correct postage if application is to be mailed.
- ___ If selected for an interview, review the Interviewing Information.
- ___ Remain positive and put your best foot forward.

Tips

Etiquette and Ethics information

You need to have plan B if plan A falls through. Share all of your options with the interview team.

You should learn something about the organization that is offering the scholarship.

Be prepared to ask one or two questions during an interview.

Interviewing Etiquette and Ethics

Delta Sigma Theta Sorority, Inc. scholarship information is available in the Counseling offices or area high schools in January.

We would like to provide you with some helpful tips about interviewing that will be beneficial now as well as with future interviews as you pursue your goals. We wish you the very best.

Arrive 10 – 15 minutes early: Better late than never does not apply during an interview. Being late could cut the interview shorter than you would expect.

Dress for Success: Dress appropriately. Wear clean, well-pressed clothing. Arrive well groomed from head to heels. Some suggestions that may be helpful can include the following:

- Conservative blouse
- Business suit
- Conservative Colors
- Properly fitting, non revealing clothes
- Need help?—go to: <http://www.dressforsuccess.org>

Courtesy: Be courteous to everyone you meet.

Ethics: Everything you say must be true. Do not shade the truth, however you do not need to volunteer information that may be destructive to your chances.

Relax: Give the appearance of self-confidence and energy when you first enter the room: Smile, Be Yourself. Give a firm handshake. Be relaxed. Maintain eye contact.

Be positive: Keep your responses positive. Focus, do not yawn, fidget or act like you have to be somewhere else.

Be prepared: Be genuine. Before answering a question take time to pause and plan an adequate response to the question.

End on a professional note: Stand, say thank you and good bye to the interviewers.