

# Coca-Cola & T. Ed Garrison Scholarship Application Form

To be mailed with cover letter, resume, and essay to:

Tina Horn  
1860 Wilson Road  
Newberry SC, 29108

Or scanned and emailed to: [thorn@clermson.edu](mailto:thorn@clermson.edu)

Application deadline: Monday, April 13, 2020

Name \_\_\_\_\_

Address \_\_\_\_\_

High School or College you are currently enrolled:

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Your application is only considered complete if it includes all of the following:

1. This application form (filled out with both signatures)
2. Cover Letter
3. Resume
4. Essay

Please contact Tina Horn if you do not receive notification your application was received.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
/Date

\_\_\_\_\_  
Parent/Guardian Signature if not Collegiate /Date

# Coca-Cola/T. Ed Garrison Arena Scholarship Application Packet Guidelines

## Application Cover Letter

Please follow these guidelines for a Professional Cover Letter

## Cover Letter Guidelines

1-inch margins with 12pt. font. Do not exceed 1 page in length. Follow a standard business letter format as used in this example.

Senders Address: Type your address only if it is not part of a letterhead.

Date: Current date.

Recipient Address: Be as specific as possible.

Tina Horn  
1860 Wilson Road  
Newberry SC 20108

Address to: Be as specific as possible.

**Example:** *Dear Scholarship Committee,*

Paragraph 1: Identify what it is you are applying for and why.

Be specific as possible and describe why you should be considered for the scholarship. (career goals, college enrollment/major, etc.)

Paragraph 2: Summarize your key qualifications or experience.

Describe all your experiences that have made you be a stand-out candidate for this scholarship. These can be youth organizations, community service involvement, etc.)

Paragraph 3: Provide a conclusion and your contact information.

A strong conclusion is like the “slam-dunk” at the buzzer. This is a way to ensure you captured your reader’s attention.

Signatures: It is always proper to close with “Sincerely, or Thank you”

**Example:** *Sincerely,*

Your hand-signed signature

## Resume Guidelines:

A professional resume is designed to help any person seeking opportunity to highlight their overall life experience (specifically in the dairy, agriculture, 4-H or FFA). A resume also highlights achievements in academics, organizations, clubs and any work experience. Only those achievements closely related to your objective, or are most meaningful to you, should be included.

Please follow these guidelines. Be leery of "pre-made template" for creating your first resume.

### FORMAT

- *Maximum 2 pages*
- *No less than ½ inch margins on each edge*
- *Must be typed*
- *No less than 10 pt. font*
- *Font should be easy to read (Times New Roman, Arial, Calibri)*
- *Must contain complete personal information (name, address, phone, etc.)*
- *Must contain the following sections: Objective, Education (both secondary and post-secondary if applicable), Work Experience, and Activities*

### SPELLING / GRAMMAR

- *Spelling, punctuation and grammar must be correct*
- *Only use initials or abbreviations if you specify their meaning upon first use*

## Resume Components:

**OBJECTIVE:** *(Your personal mission statement)*

- *State your future goal and/or reason for preparing resume "To obtain a position, to obtain an education..."*

### EDUCATION

- *Comprehensive list of education and related coursework*

### EXPERIENCE

- *Summarize any jobs (paid or unpaid – includes objective related volunteer work)*
- *Explain all experience using action verbs*
  - *Coordinated, managed, assisted*

### ACTIVITIES

- *Extracurricular activities, positions and experience*
- *Other organizations, sports teams, church, or community activities*
- *Volunteering experience*

### REFERENCES

- *List 3 individuals and contact information (cannot be family members).*

## Essay Guidelines:

A 2-page double spaced essay should be submitted along with your application cover page and resume. The 2020 essay topic is "Why is agricultural stewardship important to you?"

## Interview Guidelines

Each participant will be interviewed by a 2-person committee on Saturday, April 25th of the Spring Dairy Show. You will be notified by Tina Horn of your interview place and time.

Interview attire is business casual. (Business casual is defined as: for women – a reasonable length skirt or business style dress pants (no jeans) with a professional top or an informal dress; for men – a collared shirt {can be button-down or a polo}, (tie is preferred) trousers with a belt and shoes;

- unacceptable for either gender- gym clothes, "barn" clothes, rumped or ripped clothing, miniskirts, bare midriffs, flip-flops, tank tops, t-shirts, hoodies)

## Showmanship Guidelines

The Showmanship component of the scholarship will be based on class standings in Senior Showmanship. Only the top five individuals will earn a score in this portion of the scholarship contest.

## Scoring Guidelines

<b>Application Form &amp; Cover Letter</b>	<b>30 pts.</b>
<b>Resume</b>	<b>50 pts.</b>
<b>Essay</b>	<b>50 pts.</b>
<b>Interview</b>	<b>50 pts.</b>
<b>Showmanship Placing (top 5 individuals only)</b>	<b>20 pts. total</b> <b>20- 1<sup>st</sup> place</b> <b>18- 2<sup>nd</sup> place</b> <b>16- 3<sup>rd</sup> place</b> <b>14- 4<sup>th</sup> place</b> <b>12- 5<sup>th</sup> place</b>
<b>Total</b>	<b>200 pts.</b>

The Winner of the scholarship must agree to send Thank-You note to:

T. Ed Garrison & Coca-Cola Scholarship  
Mr. Chris Heinze  
T. Ed Garrison Arena  
1101 West Queen Street  
Pendleton, SC 29670

You must provide the following information before your scholarship will be submitted to your institution.

- Scan and email a **copy** of your hand-written Thank-You note to Coca-Cola & T. Ed. Garrison Arena to [thorn@clermson.edu](mailto:thorn@clermson.edu)
- Institution address and information to submit scholarship to (Financial aid office, etc.)
- Student ID number