

How to Apply for a Cuyamaca College Botanical Society (CCBS) Award \$\$\$ in 30 days or Less

30 days: Download the [CCBS 2024 Award Application on the OH Website](#). Watch this [Career Center Resume Writing Workshop](#) video. Email amy.huie@gcccd.edu to get a link to the recording of our Scholarship Workshop.

29 days: Read the application, criteria necessary, make a list of what you need to get or do to apply.

28 days: Go online and log onto [Self Service](#). On the left-hand side of the screen select the graduation cap icon that reads "Academics". A dropdown menu will appear. Select "Unofficial Transcript". Click on the "Unofficial Transcript" file and save it to your flash drive or electronic file system. If you will be listing prior degrees or college work on your resume, then contact those colleges (our counseling department will help you do this) for those transcripts.

27 days: Look for an old resume, a current resume, or if none are available, think about what you will put in a new resume. Watch this [Career Center Resume Writing Workshop](#). If you would like assistance, call the Career Center at (619) 660-4729 and make an appointment to meet with a staff member.

26 days: Purchase a flash drive for your resume and other documents or decide how you will organize your application documents. Everything for your scholarship must be submitted electronically as PDFs to amy.huie@gcccd.edu as email attachments.

25 days: Rest

24 days: Think about who you would like to write your letters of recommendation. There are guidelines and suggestions in the application.

23 days: Approach your two choices to write your letters. Ask them if they could write a letter of recommendation. Ask them if they would like information about the CCBS Award program and if they would like a bio for you that includes information they can use to write the letter. Be sure to tell them your deadline. You will want to ask for the letter **7-14 days before your deadline** date so you can have that time to make sure your application packet is complete.

22 days: Work on your resume; if needed, schedule another appointment with the Career Center for follow-up to have them review your rough draft.

14 days: Finalize your resume. Have a friend or peer proofread your resume for typos. Save a copy of your resume to use for this application and any other scholarships or jobs you wish to apply for.

13 days: Begin your cover letter. If you were given a chance to talk to the judges, what would you say? If there is anything else you would like them to know about you, this is a good time to say it. What interested you in horticulture? What are your educational and professional goals? What would you do with a scholarship if you were awarded one?

10 days: If you haven't received all your transcripts, do some follow-up visits to counseling and telephone calls to track them down. Submit the 'Progress Report' to each of your instructors for their signatures. They can fill this out while you wait. No need to leave it with them. Make sure you go to all of your current instructors for signature.

7 days: Give a gently reminder that your deadline is coming up to the people who are writing letters for you.

5 days: You should have your letters of recommendation in hand. Compile all of the criteria in the order that they are asked for. Everything should be turned in electronically as PDF attachments to an email sent to amy.huie@gcccd.edu. Digital copies of your application will be distributed to the judges.

Friday, April 5, 2024: NO LATER THAN 5:30pm. Turn in your scholarship application packet electronically to amy.huie@gcccd.edu. Your documents must be complete and attached as PDFs to your email. Come celebrate submitting your application by sharing appetizers with OH friends at the CCBS Mixer on April 5 from 6-9pm at The Hills Pub in La Mesa.

GOOD LUCK!

If you are selected as a CCBS Award recipient, you will be receiving a complimentary ticket to the banquet. You will also be able to purchase one additional ticket at half price.