

CNY atd Scholarship

Talent Development Application Tips

Overall Tips

- Include all items identified in application
 - o use online application form OR
 - o email application; no specific format required
- Be clear and concise while telling your story
- Show your **passion** for pursuing your program of study
- Show the **link** between program of study and talent development

Talent Development – Professionals who help others achieve their full potential by improving their knowledge, skills and abilities in the workplace

Items to be included with application

- **Contact Information**
 - Include all information requested
 - Your name
 - Your email address
 - Your phone number
 - Your mailing address
- **Study Program**
 - When identifying the specific program of study you are pursuing
 - Identify and describe **program** you are pursuing
 - Identify degree or certification you will obtain upon completion of program
 - Describe program's link to talent development
 - *If Conference*
 - Identify and describe conference you plan to attend
 - Describe conference's link to talent development
 - Identify conference sessions you have selected to attend
 - Describe each session's link to talent development
 - Provide information about the study program **institution**
 - Institution credentials
 - Appropriateness of institution for selected program
 - Other programs institution offers related to talent development
 - Detail planned **timeline** for participating in program including
 - start date
 - anticipated completion date
 - Detail your **costs** for program, especially for non-academic programs
 - Detail any program payments/credits or reimbursements you will receive for program

Note – the CNY ATD Scholarship can be used to reimburse any non-reimbursable costs (ex. books, supplies, travel, etc)

 - **Suggestion - Include materials about the institution and program/conference (brochures, flyers, URLs, etc)**
- **Why**
 - Discuss why you chose the specific program
 - Discuss why you chose the specific institution
 - Include discussion of alternatives reviewed and not selected and why
 - Discuss how the program fits your personal and professional plans and goals
 - Describe what you feel you will achieve from completing the program; what value the program will provide you
 - Discuss how you plan to utilize the education/training

- Show the link between the program and talent development
- Show how the program will make a difference for you as a talent development professional
- **Suggestion - Show your passion for this program and what it can do for you!**
- **Yourself**
 - Discuss your professional experiences and achievements
 - Discuss your activities related to talent development
 - Discuss your interest in the field of talent development
 - Describe your personal characteristics showing that you will be successful in your pursuit of study
 - List any awards, recognitions, successes you have achieved
 - Consider including your LinkedIn profile
 - **Suggestion - Don't be humble**
 - **Tell us why you are an excellent candidate for the scholarship**
 - **Tell us all about your personal and professional achievements and successes**
- **Resume**
 - Include a current resume with
 - Job history
 - Education
 - Professional accomplishments
- **Recommendation**
 - Who
 - Select an appropriate individual to complete your recommendation; someone who can properly
 - Assess your qualities/credentials
 - Address how the study program will be helpful to you
 - **Suggestion - Ask someone with whom you have a professional affiliation**
 - **Examples: Supervisor, Instructor, Professional Mentor, Client**
 - Provide individual
 - Personal request for recommendation
 - Scholarship Recommendation Form to review questions
 - Information about the study program you are applying for
 - **Suggestion - Review recommendation request guideline template to help in asking someone**
 - Content
 - Comments on your qualities/credentials including experience/skills, achievements/successes, professionalism, learning attitude
 - Comments describing how the study program will be helpful to your professional aspirations
 - **Suggestion - Send recommender Scholarship Recommendation Form**
- **Financial Need**
 - Discuss why you are applying for a scholarship to receive financial assistance for this particular study program
 - Discuss any specific needs for financial assistance (ex. costs not reimbursed by employer, non-profit organization, in transition, etc)
 - Identify any reimbursements you will or could receive from employer, grants, institution credits, etc
 - Discuss other options available for obtaining funds to pursue this study program
 - **Suggestion – Show your financial need**
- **CNY ATD Involvement**
 - Are you a member of CNY ATD?
 - Are you involved on any CNY ATD committee? Which committee?
 - Have you participated in any CNY ATD activities? Which activities?

Note – involvement with CNY ATD is not a requirement for application

Application Submission Checklist

- Include contact information
- Include information outlined regarding study program, why and yourself
- Include resume
- Include completed Scholarship Recommendation Form
- Submit by due date