

10 TIPS FOR WINNING SCHOLARSHIP APPLICATIONS

TIP #1 Apply only if you are eligible.

Read all the scholarship requirements & directions carefully and make sure that you are eligible before you send your application. Your application won't make one bit of difference if you are not qualified to apply.

TIP #2 Complete the application in full.

Be sure to complete the entire application. If a question does not apply, note that on the application. Don't just leave it blank.

TIP #3 Follow directions.

Provide everything that is required, but do not supply things that are not requested – you could be disqualified.

TIP #4 Neatness counts.

Make extra photocopies of all forms you receive. Use them as working drafts as you develop your application packet. Always type the application, or if you must print, do so neatly and legibly.

TIP #5 Make sure your essay makes an impression.

The key to writing a strong essay is to be personal and specific. Include concrete details to make your experience come alive: the “who,” “what,” “where,” and “when” of your topic. The simplest experience can be monumental if you present honestly how you were affected.

TIP #6 Watch all deadlines.

To help keep you on track, impose a deadline for yourself that is at least two weeks prior to the stated deadline. Use this “buffer time” to proofread your application before you send it off or deliver it. Don't send the materials in late; the committee will refuse late applications.

TIP #7 Take steps to make sure your application gets where it needs to go.

Before sending your application, make a copy of the entire packet and keep it on file. If your application goes astray, you can always reproduce it quickly. Make sure your name appears on all pages of the application. Pieces of your application may get lost unless they are clearly identified.

TIP #8 Give it a final “once-over.”

Proofread the entire application carefully. Be on the lookout for misspelled words or grammatical errors. Ask a friend, teacher, or parent to proofread it as well.

TIP #9 Ask for help if you need it.

If you don't understand the application process, visit your school's Scholarship Office. If your school has a Writing Center go and have a tutor review your essays.

TIP #10 Remember: your scholarship application represents you!

Your ability to submit a neat, timely, complete application reflects on you. It's your face to this organization. Take pride in yourself by submitting the best application you can.