

Scholarship Application Tips

Application

- Type your application, if possible (or use blue or black ink)
- Read and follow directions
- Prepare your application in advance
- Proofread your application
- Put your name on each page of the application (general rule)
- Submit a complete application (remember to sign your application)
- Meet the deadline

Letters of Recommendation

- Request your letters of recommendation at least a month in advance
- Select your recommenders carefully
- Tailor the letters to the scholarship (do not use generic recommendation letters)
- Disclose the relationship between applicant and recommender (requirement)
- Letter of recommendation must be signed by the recommender (requirement)

Personal Statement/Essay

- Prepare the personal statement well in advance
- Follow directions - include information pertinent to your situation: career goals, community service, financial conditions and/or life circumstances
- Make yourself stand out – why should a scholarship be given to you?
- Keep the statement brief and focused (only 1 page maximum)

Financial Need

- Be honest
- Be accurate
- Fill out FAFSA, if applicable

Write a Thank-You Letter

- Express appreciation for award
- Include scholarship name and amount
- Provide some personal background information and explain future goals
- Explain the benefits of a scholarship
- Conclude with a thank you