

How to Write Your Scholarship Application Essay

1. Keep it neat.

- Type, or plainly print, all your application materials.
- Assure correct English grammar usage:
 - Spell check your essay.
 - Check for correct usage of words; such as: their / there / they're ; two / too ; its / it's ; etc.

2. Keep it simple.

- Don't use more words than necessary.
- Don't use bold type or italics to call attention to specific statements.
- Don't give unnecessary information "just to fill the space".

3. Talk about your accomplishments.

- Be clear and to the point in your factual statements.
- Don't brag about your accomplishments.

4. State your need.

- Accurately present your individual or family financial status and describe the need for help in your educational needs.
- State what actions you have taken or will be taking to help yourself.
 - Give supporting information – do you work? Do you receive government support? Are you responsible for supporting others?

5. Plan ahead.

- Don't procrastinate.
- Be aware of deadline date for submission of all materials.
- Give yourself plenty of time to prepare and review.
- Have someone else review the total package before submitting the application.