

## Tips for Successful Scholarship Applications

1. Plan ahead. Keep a calendar of deadlines for scholarships.
2. Read all of the application instructions and the entire scholarship application before you complete it.
3. Read the eligibility requirements carefully.
4. Know your audience. Make sure the goals you express in your application match the goals of the scholarship program.
5. Show your strengths and explain your weaknesses. Highlight extracurricular and community activities as well as academic achievement. Explain any issues that may portray you in an unfavorable light.
6. Be clear and concise. If you hand-write your application, make sure it is legible – typed applications are preferred.
7. Proofread your application then ask a friend to proofread it.
8. Request letters of recommendation from people who know you reasonably well. Don't wait until the last minute to ask.
9. Take steps to make sure that your application gets where it needs to go. Make a copy of the entire packet and keep it for your files. Make sure that your name appears on all pages.
10. Ask for help if you need it. If you have questions, do not hesitate to call the contact person for the scholarship.
11. Don't be reluctant to reapply.
12. Be prepared to write a thank you letter if you are the recipient of the scholarship.