



Tips and Tricks to Complete a Scholarship Application

Suggestions, ideas, and tips to help you be as successful as possible in submitting your scholarship applications and related tasks.

Application & Essay

Writing a great college scholarship essay can be a daunting task, but with the right approach, you can create an essay that stands out from the rest.

Read the instructions carefully: Before you start writing, make sure you read the instructions carefully. This will help you understand what the scholarship committee is looking for and how to tailor your essay to meet their requirements. This will also help you to understand EXACTLY what the tasks will entail and what information you need to gather.

Brainstorm ideas: Once you understand the requirements, brainstorm ideas for your essay. Think about your experiences, achievements, and goals, and how they relate to the scholarship.

Create an outline: Create an outline for your essay. This will help you organize your thoughts and ensure that your essay is well-structured.

Be specific: Be specific in your essay. Use examples to illustrate your points and provide details about your experiences. Dig deep, really help the reader to understand why you think the way you do. Surface answers will not score full points.

Tailor your essay to the organization and the prompt: Make sure you read the instructions carefully and tailor your essay to meet the scholarship committee's requirements. Use examples to illustrate your points and provide details about your experiences.

Write a focused and relevant personal story: A good scholarship essay demonstrates the scholarship organization's values while directly addressing the prompt. Think about your experiences, achievements, and goals, and how they relate to the scholarship.

Read scholarship essay examples: Reading scholarship essay examples can help you understand what makes a great scholarship essay. You can find many examples online.



Proofread: Draft your essay or any long answers in a Word document that you can edit easily and check for spelling or grammar mistakes. Once finalized you can copy and paste the information into the online scholarship application. Proofread your essay carefully. Check for spelling and grammar errors, and make sure your essay is well-written and easy to read.

Get feedback: Get feedback on your essay from a teacher, counselor, a parent, or other trusted advisor. They can provide valuable feedback and help you improve your essay.

Submit your application on time: Make sure you submit your application and ALL required tasks on time. Don't wait until the last minute to submit your application, as this can lead to unnecessary stress and mistakes.

Choose the right scholarships: Choose scholarships with missions and essay topics that match your background, experiences, and interests. If the scholarship topic is meaningful to you, it will be easier for you to write an authentic and compelling essay.

Make a scholarship tracker spreadsheet: You can use a free Google Sheets template to track your scholarship applications and deadlines. This will help you stay organized and ensure that you don't miss any important deadlines.

Common mistakes to avoid in scholarship essays:

Not following the instructions: Make sure you read the instructions carefully and follow them closely. This includes word count, formatting, and submission requirements.

Not answering the prompt: Make sure you answer the prompt directly and clearly. Avoid going off-topic or writing about something that is not relevant to the prompt.

Not being specific: Use specific examples to illustrate your points and provide details about your experiences. Avoid making general statements that are not backed up by evidence.

Not proofreading: Proofread your essay carefully to avoid spelling and grammar errors. Make sure your essay is well-written and easy to read.



Not being authentic: Write in your own voice and be authentic. Avoid using cliches or writing something that you think the scholarship committee wants to hear.

Not getting feedback: Get feedback on your essay from a teacher, counselor, or other trusted advisor. They can provide valuable feedback and help you improve your essay.

Waiting until the last minute: Don't wait until the last minute to start working on your essay. Give yourself plenty of time to brainstorm, write, and revise your essay.

Recommendation Requests

To request a recommendation letter for a scholarship application, follow these steps:

Identify potential recommenders: Identify individuals who can provide an objective and compelling recommendation. This could be a teacher, counselor, coach, or employer.

Ask for the recommendation: Reach out to your potential recommenders and ask if they would be willing to write a recommendation letter for you. Be sure to provide them with all the necessary information, such as the scholarship application deadline and any specific requirements.

Provide supporting materials: Provide your recommenders with any supporting materials that could help them write a strong letter. This could include your resume, transcripts, or a list of your achievements.

Follow up: Follow up with your recommenders to ensure that they have submitted the recommendation letter on time. You can also send them a thank-you note to show your appreciation.

Remember to give your recommenders plenty of time to write the letter and submit it before the deadline. Good luck with your scholarship application!

We hope these tips help you write a great scholarship essay! Best of Luck!!!