

Tips for Writing an Essay

- **Read the application carefully** for requirements, including length, topic, or the question(s) you are being asked to answer. Be sure to follow the directions and do not skip questions.
- **Introduce yourself** and include your name, student ID, college and academic standing (first year, second year, etc.). Don't assume that the reader knows your background, challenges or strengths. Directly describe them to tell your story, but be concise.
- **Tell your story.** Typically, your essay should include the following, but be sure to answer the question(s) asked:
 - Your academic goals
 - Challenges you have faced in pursuing your education and academic goals. You may also include personal challenges, but describe how you have overcome those challenges.
 - The skills and strengths that make you a good student and candidate for that specific scholarship
 - Educational and personal support systems
 - Volunteer experiences that are relevant to the questions
- **Write and revise the essay using Microsoft Word** to take advantage of spell check and word count, then copy and paste into the online scholarship form.
 - Get a [free copy of MS-Office](#).
- **Carefully proofread** your essay.
- **Take your essay to the Writing Center or Tutoring Center** to be reviewed before you submit it.
- **Re-read your essay out loud.** Listen for it to read well and then make your last revisions.
- **Turn in your application on time (or early).**
- **Save your work for future essays** so you can update it to fit other scholarship application questions.
- **End your essay with a “thank you”** to the scholarship committee.