

## TIPS FOR APPLYING FOR SCHOLARSHIPS

Ceci Stratford, August 9, 2017

1. When you find a scholarship that appeals to you, determine if you are eligible for it!
2. Read **all** the instructions and follow them to the letter.
3. Know exactly what you want the scholarship for. When setting and describing goals, have short-term goals (such as where you will be in 5 years) and long-term goals (such as what you will be doing in 10 years).
4. Make a separate file for each scholarship, with the date/year, name of the scholarship, name and address of the organization or individual offering it. Include copies of its description, flyers, requirements, things to include in the application, your essay, the application itself, recommendation letters, etc.
5. Keep a list of scholarships you've applied for, what each one is for, the date you submitted the application, date to be notified, etc., so you can track each one and follow up as necessary.
6. If you have a master essay, change it for each scholarship, making sure you address their requirements and use the correct names!
7. Do the same for recommendation letters. Make sure they are no older than 2 years! Give the writer plenty of time to write it and submit it. They should sign an original and either mail it to you or scan it.
8. Allow plenty of time to gather required documents, such as transcripts, recommendation letters, copies of logbooks, certificates, etc.
9. Keep a calendar and/or list of your volunteer activities, accomplishments, awards, scholarships received, offices held, organizations you belong or belonged to, much like what you would do for a job resume.
10. **Always** thank everyone who assisted you along the way – mentors, people who wrote recommendation letters, the individual or organization that gave you the scholarship, others who helped you, etc., whether or not you received that particular scholarship. A hand-written note is always most appreciated! (Be sure to date it).