

Tips on Filling out Scholarship Applications

Your scholarship application is being compared to all the others received. You DON'T have to be a straight 'A' student to receive a scholarship but you DO have to put some time and effort into completing the application.

Follow these steps when working on your application

1. Carefully read the application and all the instructions BEFORE you begin filling it out. This is especially true with the ICC Foundation Scholarship application because you cannot save the application and come back at a later time to finish it. Be sure to have everything you need, ID numbers, list of activities, and required written statements and essays before you begin filling out the application. A good idea is to print a copy of the application and refer to it as you gather what you need to complete the application. You can work on your essays, statements, and list of activities in a Word document and then just cut and paste it into the proper section when you are ready to submit the application.
2. Start early. Don't wait until the last week to begin your application. Starting early will give you time to review and revise your application.
3. Review the list of scholarships available. Some have extra requirements such as a completed FAFSA (Free Application for Federal Student Aid), recommendation form, etc. If you need supporting documents, be sure to get them well ahead of the deadline.
4. Use a calendar to keep track of all the scholarship deadlines and check it regularly.
5. Meet the deadline. Late applications are never considered for scholarship awards.

10 tips for writing effective scholarship essays

1. Make sure you understand the question being asked. Organizations ask different questions so you cannot simply use the same essay for each application.
2. Think about what you are going to write. Brainstorm ideas.
3. Write an outline making sure you touch on everything that is being asked in the question.
4. Use essay form with an introduction, supporting paragraphs, and a conclusion. Be specific and give details.
5. Use clear, concise, and simple language throughout your essay. Be creative -- but not too creative. The committee member reading your essay should not have to search for your answer.
6. Start early and give yourself plenty of time to write your essay. After writing it, put it away for a few days. Reading it again may give you fresh ideas.
7. Revise, revise, revise. There may be a word limit on the essay. Choose each one carefully.
8. Read your essay out loud. Have you answered the question being asked? Do you have incomplete or run-on sentences? Have you left out words like "the" "a" or "and"?
9. Make sure your essay is free of typos and your grammar and spelling are perfect.
10. Ask others with strong writing and editing skills to proofread your essay before you submit your application.

