

Putting yourself on Paper

How to best represent yourself on various applications...

Step 1: What is your point?

The particular type of application leads you to a certain way of completing it. Determine what the GOAL of filling out the application is for you personally...for example – to be awarded a scholarship, to be appointed to a committee or to be recognized as an extraordinary student.

Step 2: What have you done lately?

Generate a list of EVERYTHING you have done, participated in, organized, built, worked on, or managed. Divide the list of activities into 5 columns: academics, activities, community service, honors/awards, and employment. Keep these lists, arranged by years of involvement, keep a copy of this information.

Step 3: How do feel about that?

Creatively answer some general questions ahead of time so that potential essays are easier to compose and tailor:

- What is your biggest accomplishment?
- What are your strengths and weaknesses?
- What do you hope to be remembered for?
- Who inspires you? Why?
- What is your favorite thing about the University? Why?

Essays are YOUR opportunity to “tell” about yourself and your experiences. The points linked to essays on an application are often as important as the resume portion.

Step 4: What are they looking for?

Once you have built a standard resume, ask yourself again– what will the selection committee be looking for? Choose the activities that seem most appropriate to accentuate. Focus on those in terms of essays and lists. For example, if the application is for a leadership position, highlight your past experiences as a leader...if the application is for a need-based scholarship, highlight the qualities that make you the most deserving applicant. Committees sometimes review hundreds of applications – so make it easy on them and your chances to stand out will improve.

Step 5: When is it due?

Be on time no matter what! Many applications are denied when the forms are turned in late or without the proper requirements. Check and re-check. **GOOD LUCK!!**