

Making the Most of Your Scholarship Search

1. The time to start searching for scholarships is now! Check out the Internet, library, ARC Career Center, civic organizations and places of employment.
2. Scholarships are available for students planning to enter college and students already in college.
3. Scholarships are available to students of all backgrounds, abilities, and levels. They are not limited to students with high academic averages, or those who can demonstrate financial need. However, apply only if you are eligible. Read all the scholarship requirements.
4. Scholarship committees look favorable on students who participate in extracurricular activities or do volunteer work.
5. Ask for letters of recommendation well in advance, and discuss the kind of information needed in the letter. A detailed letter from someone who knows you and your work is very valuable.
6. Most scholarship applications require a written personal statement discussing your background, accomplishments, and goals. Include concrete details to make your experience come alive: who, what, where and when. This statement can set you apart from other applicants. Begin composing your personal statement now!
7. Complete the application in full. If a question does not apply, note so on the application. Send all required attachments along with the application. If a required document is not attached, your application will be considered incomplete. Put your name on each page of your application package to ensure that nothing is lost.
8. If you have problems with the application, call the funding organization and ask questions.
9. Even if the scholarship instructions do not require an essay, it's a good idea to attach a cover letter that summarizes your educational goals.
10. Neatness counts. Always type your application. If you must print, do so neatly and legibly. Proofread the entire application carefully – looking for misspelled words and grammatical errors. Then ask someone else to proofread it for you.
11. Watch out for deadlines. Impose a deadline on yourself, two weeks prior to the stated deadline. Use this time to proofread and make copies of all parts of the completed application and other required information. These copies can be used as a reference at a later date.
12. Remember your scholarship application represents you! Your ability to submit a neat, timely, complete application reflects on you.