



# APPLICATION REMINDERS...

## Three essential tips to keep in mind when you're working on applications

1. The process of completing college applications should be a learning experience
2. Consider the audience who will be reviewing each application
3. Don't put them off until the last minute

## General Advice

- Type in a clear & reasonable size font
- Fill out completely, particularly information regarding demographic or scholastic content
- Be truthful as reviewers do verify information
- Be able to have proof of honors, awards, etc. — especially those that are on a regional or national basis such as being a National Merit Scholarship Finalist
- Fully answer questions rather than providing partial answers
- Be specific with your answers rather than providing generic responses
- Follow all directions (i.e. if the directions ask you to “list” information, don't provide a narrative answer)
- List awards/honors in chronological order beginning with the most recent and ending with the least recent
- Only attach extra pages, résumé, writing examples, etc. when requested to do so &/or if the application says it is acceptable to do so
- Use space available in a 10 to 12 point font

## Essays

- Because all competitive applicants have similarly high GPAs, ACTs, & class rankings, the essays are the part of the application which will set you apart from other applicants
- Be original rather than *parroting* information from brochures, campus visits, web sites, etc.
- Organize your thoughts as well as your essay so that is concise, easy to read, & free of errors
- Focus by selecting one small experience to expand rather than covering many experiences or a broad overview of a general experience
- Make sure the essay matches the question being asked by writing to your strength without excessive creativity
- Do not try to adjust the question to fit what you want to write
- Respect word limits by assuming the amount of space provided suggests the length of the essay
- Avoid using clichés
- Proofread & have an adult edit grammar, punctuation, spelling, & neatness

## Letters of recommendation

- Be sure the person has knowledge of the area you are asking them to write about
- Request recommendations at least 2 to 3 weeks in advance of when they need to be submitted
- Provide individuals with as much background information as possible about you, your interests, your accomplishments, your goals, & your future plans
- *Send thank you notes to those who write letters of recommendation*

## Mistakes to avoid

- Assume attending a specific event or being involved in particular activity will look good on your resume
  - Avoid thinking that knowing John Doe or participating in a specific organization will get you selected for admissions into a specific school or be awarded a particular scholarship
  - Generic rationale
  - Emoticons such as smiley faces, exclamation points, etc.
  - Including explanations about activities that are not related to the question being asked as you want to tailor the experience to the essay rather than the reverse
  - Obvious flattery of the school, program, or scholarship donors for which you are applying to
- 
-