

SCHOLARSHIPS CHECKLIST FOR STUDENTS

- Streamline Communication.**
Create a specific email (Gmail Account) for all things scholarship allowing you to stay extremely organized as you interact with multiple organizations and individuals through the preparation process.
- Research.**
Research degree and industry specific or general scholarships one (1) year prior to the needed semester. It is important to organize deadlines, essay, task and document requirements and completion and submission dates. You can use a spreadsheet document to track all specifics, checking off each item as you complete it.
- Utilize Google Suite Apps.**
The calendar app will allow you to schedule reminders for all important submission dates. The spreadsheet app will provide the platform for your scholarship tracking document + the documents app will give you the space to draft your essay requirement. All apps are accessible at any time by just signing in to your email.
- Increase Organization.**
Some documents will take longer to arrive than others, give yourself enough time to account for holds or barriers. Prepare to collect up to date transcripts, financial aid information, your resume + CV form, letters of recommendations and any portfolios correlated to the programs mission ahead of time by utilizing the calendar app and scheduling yourself reminders.
- Create a Weekly To-Do List.**
Create a weekly todo list aligned with your google calendar. On the todo list, break down each assignment with the action steps you will need to complete to align yourself with the submission dates. Remember, give yourself time to review and edit your written assignments. Utilize the S.M.A.R.T Goals framework to work smarter and not harder!
- Develop a Resume Form.**
Highlight all the amazing work you have done and skills you have developed. This can include school, work, volunteer, research or intramural experiences you have participated in along with any certifications, special training or courses you have taken or any unique opportunities you have participated in. You will use this resource as a building block as you further your educational and professional journey.
- Utilize Your Growing Educational + Professional Network.**
We all have a network, use them! Determine who you will reach out to for letters of recommendation then reach out to them to schedule a meeting. During this meeting, provide a copy of your most recent resume (!), discuss your educational and professional aspirations with them and explain how this scholarship will impact you. Providing this information will give them the tools to write an authentic and intentional Letter of Recommendation for you.
- Craft Your Personal Essays.**
Make sure you have read the question multiple times, frame your essay around your main points and have explored creative and expressive language to include for your reader. Finally, and most importantly, PROOFREAD! Give yourself enough time to draft and revise your personal essay with the support of a mentor, teacher or other educational resource.

