

Tips for Scholarships & Internships

- Start looking and applying early (*at least one month before the deadline*)!
- Come up with a plan/checklist for each application. Put the tasks on your calendar.
- Make sure you always have a current copy of your transcript.
- Determine all of the information about yourself that needs to be included in the application.
- Decide where each aspect will be emphasized on the application.
- Ask recommenders to write letters early. Give them at least 4 weeks to complete it.
- Give recommenders your resume, and let them know what they should emphasize in their letters.
- Find a way to explain special circumstances.

Sources of scholarships:

www.fastweb.com

www.collegeanswer.com

www.canadacollege.edu/financialaid/scholarship.shtml

www.canadacollege.edu/student/counselingcenter.html#career

Tips for Writing Application Essays

- Be honest. Tell *your* story.
- Start early!!
- Make sure you answer the question/prompt.
- Do the first draft without paying attention to a word or page limit.
- Use specific examples, not generalizations.
- Have multiple, qualified people read, edit, and comment on your essay.
- Do several revisions.
- Check your spelling and grammar. Have someone else with excellent English skills check it, too.
- Do not use contractions (Ex. “do not” instead of “don’t”).
- Write out acronyms (Ex. Math, Science, and Engineering Achievement (MESA)).
- Do not capitalize a profession (Ex. “mechanical engineering” instead of “Mechanical Engineering”).