Tips for Applying for Scholarships and Grants

Applying for Scholarships
• Start researching NOW!
• Only apply if you are eligible. (Read eligibility information carefully)
• Note deadlines and be punctual.
• Thoroughly read through the application and make a list of all the required materials.
• Follow all directions.

Application Questions
• Answer the question being asked. (Keep checking this to be sure)
• Answer all questions completely and specifically.
• Be honest in your responses.

If a Personal Statement is required:
• Be personal and specific. (Use personal examples where appropriate)
• Be unique.
• Stay focused on your topic and be concise.
• Use correct spelling and grammar.
• Have others review it including fellow students, faculty members, advisors, etc.
• Revise your essay until it conveys your desired message.

If a Resume is required:
• Make sure it is up to date.
• Use correct spelling and grammar.
• Make sure that all information is correct and logically organized.
• List all relevant activities and accomplishments.
• If you need help creating a resume visit the Career Services website:
  http://www.career.vt.edu/JOBSEARC/Resumes/Resume1.htm

If Transcripts & Letters of Recommendation are required
• DO NOT wait to the last minute to request official transcripts. (Online- Use Hokie Spa)
• Ask all references if they are able and willing to provide a positive recommendation.
• Give professors an adequate amount (at least 2 weeks if possible) of time to write a letter of recommendation.
• Give a copy of your resume to the individuals writing your recommendations.

Before you send the application...
• Proofread!!!
• Make sure your application is neat and organized.
• Check that you have completed the ENTIRE application.
• Check that all required materials are included and do not include unnecessary materials.
• Make copies of all the application materials in case they are lost.
• If applying to multiple scholarships, check that the right application is getting sent to the right address.