



# Keys to Successful Scholarship Applications

Created in collaboration by Academic and Career Advising, The Undergraduate Scholarship Office, and The Writing Center



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# Finding scholarships





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## Where to look

- Evergreen scholarships
- Professional organizations
- Banks and credit unions
- Foundations and civic groups
- Scholarship search engines
- Be aware of scholarship scams



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## Types of scholarships

- Merit-based
- Need-based
- Interest-based



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Should I  
apply?

**Should I really apply? Yes!**

- If scholarship funding would help you succeed
- If you are able to spend some **time** working on scholarship applications



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Do I really  
deserve a  
scholarship?

**Don't let fear of failure stop you from even trying!**

- Applying for any kind of financial assistance can feel intimidating because, at the end of the day, whether you are awarded the scholarship is not something you have control over. But, **you can't receive a scholarship if you don't apply!**

# Applying for a scholarship





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## **Multiple Parts**

- Application Essay(s)
- Transcripts
- Portfolio materials
- Thank you note(s)



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## **Application Essay(s)**

Application Essay(s) give you an opportunity to describe your educational goals, and your compatibility with the goals and values of the scholarship donors. You may also need to define your need, merits, or interests.



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## **Letter(s) of recommendation**

A **letter of recommendation** is written by someone who has seen your skills in action. It is an opportunity for them to recommend that you receive the scholarship.

- Give as much notice as possible
- Ask people who can speak to your skills
- Letters should be addressed generally
- Try to have three letters of recommendation



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## **Format & General Tips**

- For Evergreen scholarships: write one letter that responds to each element of the prompt, as they apply to you.
- Use: plain, white, printer paper, a text size of 11 pt or 12 pt, and a common, standard font like Arial or Times New Roman.
- Evergreen Scholarships can be a maximum of 1000 words; for external scholarships, refer to their criteria around single or double spacing.
- For external scholarships: write separate letters for each scholarship.
- Keep copies of your applications.



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## **Transcripts**

- Unofficial copies of your transcripts are optional for Evergreen scholarships, but required for opportunities with academic achievement criteria.
- For external scholarships, check their requirements to see if they require transcripts, and if they are required, and if they require official or unofficial copies.
- Unofficial transcripts can take a variety of forms, so make sure you are submitting the correct type of document.



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## **Portfolio materials**

- Some Evergreen scholarships require an additional portfolio in the form of a resume, art samples, or additional essays, etc.
- There is a space on the application form to upload these, and a single piece (such as a drawing or photo) could be used to fulfill portfolio submission for multiple scholarships.
- If you have a piece that is difficult to submit electronically, let us know and we will work to find a solution to include it.



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## **Cover Sheet**

- A **cover sheet** is a way to disclose a lot of information in an organized way all at once. Evergreen's application is an online form where you answer questions that help us match you to scholarships.



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## **Important Deadlines**

- The Evergreen 2024-25 Undergraduate Scholarship application opened on January 10th, and closes on 11:59 pm on April 1st.
- The Evergreen 2024 Spring and Summer Undergraduate Scholarship application opened on January 10, and closes on 11:59 pm on February 26th.
- Make sure to complete your FAFSA or WASFA!
- Deadlines vary greatly for external scholarships



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**2024 Spring  
and Summer  
Undergraduate  
Scholarship  
Application**

- This application is combined with the 2024-25 Undergraduate Scholarship Application
- No additional materials are needed to apply for these scholarships
- Submit your application by February 26, 2024 to be considered for these scholarships



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**2024-25  
Evergreen  
Travel  
Scholarship  
Application**

- The 2024-25 Evergreen Travel Abroad Scholarship Application is planned to opens in mid-October 2024 and closes in late November 2024
- These funds can be used to support undergraduate students traveling abroad in winter, spring, and/or summer of the 2024-25 academic year

# Writing Process





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## Letters of application writing process

- **Brainstorm** on your educational goals, previous history, and your values
- **Draft** out a letter
- **Revise** your letter asking yourself how your audience would respond. Is it easy to understand? Does it respond to what they need to know?
- **Edit** your letter to ensure that each sentence is complete, clear, and compelling
- **Proofread** your application for errors
- **Submit!**
- If you receive the scholarship: **Send a thank you note**



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## Planning ahead

- **How long will it take you to do each step?**  
Consider starting with budgeting one hour per step.
  - **Identify** the scholarships
  - **Brainstorm**
  - **Draft**
  - **Revise**
  - **Edit**
  - **Proofread**
  - **Submit!**
  - If you receive the scholarship: **Send a thank you note**



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You don't have  
to go it alone!

Use campus resources  
such as the Writing Center,  
TRiO, Academic and  
Career Advising, your  
faculty, etc.

# Writing a compelling letter





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## **Letter of Application Do's and Don'ts**

- Don't look up other essays for content. Do tell your own story in the pattern that makes sense for it!
- Don't repeat information from other places in your application. Do use the space you have to the full!
- Don't be too modest or sell yourself short. Do trust that you are worthy of making this request!
- Don't write in a style that is unnatural for you. Do trust that your own voice will carry your story!
- Don't just list information about yourself. Do show the impacts, importance, and "why"s behind your most important claims and requests.



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## **Show instead of tell**

**Tell:** I changed my mind about being PreVet.

**Telling more:** I did not like working at the animal clinic and dropped PreVet.

**Showing:** I changed my mind about being PreVet. After having to euthanize a healthy beagle, per the wishes of its callous owner, I decided I could never run a veterinary clinic.



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## Show instead of tell, 2

**Tell:** My family was a big influence on me.

**Telling More:** I saw how hard my family worked to ensure that I did well in school.

**Showing:** After a full day of work, my mom made time every weeknight to help me with my homework and study for exams.



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# **Application Essay Revision Questions**

Does my essay:

- Address the prompt and my educational goals?
- Meet the length requirements?
- Show instead of tell?
- Start with an attention grabber/hold the reader's attention?
- Stand out and showcase my story to the fullest?



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**More  
Application  
Essay  
Revision  
Questions**

Revision Questions for purpose, audience, tone, and theme:

- Is my **purpose** in writing the letter clear?
- How am I interacting with my **audience**?
- What kind of **mood/tone** comes through?  
Professional? Casual? Kind? Artistic?
- Are there any **themes** (overcoming hardship, commitment to an issue) that are coming through that could come through more?



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**The Writing  
Center is here  
to support  
you!**

- You can get support writing your scholarship application essay from the Writing Center!
- The Writing Center provides support with **any** kind of writing
- Appointments can take place in-person or remotely
- To get signed up for a session, head to the Writing Center website:  
[evergreen.edu/writingcenter](https://evergreen.edu/writingcenter)



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**Try it out!**

Describe your academic or career interests and goals, and how attending Evergreen will help you fulfill those goals.



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## Scholarships and your personal worth

How do you both show off that you are a great student, awesome person, incredibly deserving...but also say that you need money, and don't have resources?



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**Scholarships  
and your  
personal  
worth, 2**

Many of us are combatting lifelong narratives that we don't deserve to receive support (financial, emotional, institutional, societal, etc.)

It's hard to ask for help with money.  
Do it anyway!



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Scholarships  
and your  
personal  
worth, 3

YOU ARE WORTHY of pursuing your education whether you receive a scholarship or not.

Look at how far you've come already!

# Thank You



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**Questions?**

**(360) 688-8245 (voice and text)**

**[undergraduatescholar@evergreen.edu](mailto:undergraduatescholar@evergreen.edu)**