



LOGAN
COUNTY
EDUCATION
FOUNDATION

TOP 9 APPLICATION TIPS

Any application you complete is your way to reach your goal of a scholarship, job, student loan, anything. In most cases, the application is what opens the door to the money, job interview or the next step of the process. You will be competing against many other well qualified candidates for the job, scholarship, or loan you are applying for. That is why it is so important you take the process seriously, you are prepared with necessary information, you are honest, and you carefully follow all directions. ***The application is your first impression to those you are applying to.***

1. Start the process *early*

- It takes a while to gather all of the information needed for any application. Waiting until the last minute can cause you to be late if unforeseen problems arise.
- Your guidance counselor will provide transcripts. It may take several days after your request to get it. Ask for it now.

2. **Read the entire application before completing it** so you can gather all the information you need ahead of time.

- Your social security number, contact information, and personal information
- Past job history, employer contact information, job responsibility information
- Community service information, dates, and supervisor
- High School activities and honors information
- Family financial information
- Future career plans and why
- Names and contact information of people who will give you a recommendation

3. Be sure your information is current and accurate.

- Outdated information doesn't do you any good.
- Honesty is the best policy
- Proofread, See #5

4. Read and **follow application instructions** carefully

- The application is the reader's first and many times only impression of who you are. (LCEF scholarship applications have your identifying information removed before the reader receives it). Applicants who do not follow directions are not given much consideration
- Not all applications have the same directions.

5. When you have finished **proofread your application** and have someone else proofread it.

- You know what you mean to say, another set of eyes can pick up errors you skip over.
- By preparing early, you will have time to proofread, edit and refine your responses.

6. **Neatness counts**

- Remember, your application is making an impression of who you are to the reader.
- If it can't be read, it will not be considered.

7. Apply for all scholarships you qualify for.

- LCEF offers multiple scholarships for education, agribusiness, business, and enviro-business majors plus some open to all students going on to college. Don't just apply for one.

8. When in doubt **ask**

- If you are not sure what the application is asking for, contact your guidance counselor, or organization you will be sending the application to.

9. **Know your deadlines**

- You want all of your application effort to count. If it is late, it probably won't be considered.



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