



Scholarships Opportunities  
Assistance & Research

# Prepare First

## Write an Essay or Personal Statement

Whether you are creating an essay or personal statement, the following activities will help you get started:

Read the document “About Essays and Personal Statements”

Note the pertinent technical requirements from the college or scholarship application about :

○ Maximum length: \_\_\_\_\_

○ Due date: \_\_\_\_\_

○ Other requirements: \_\_\_\_\_

\_\_\_\_\_

If the topic or theme of your essay is not specified by the scholarship provider or college, complete the worksheet “Get Ready To Write”

Note the topic or theme for your essay here:

\_\_\_\_\_  
\_\_\_\_\_

Using personal experiences, quotations, historical events and examples, create an outline creating the structure of your essay or personal statement



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- Tell your story: Using your outline, write about the important theme or topic in a passionate, vivid, humorous or interesting way. Include your roles in and reactions to events that will help the reader understand more about you. Be sure to include how this topic or theme has impacted your self-knowledge, goals and aspirations for the future and your ability to be successful
  
- Put your draft away for a day or two, then edit and rewrite as necessary. Is it structured well? Is it interesting? Does it help a reader get to know about something you that you feel is important or believe in?
  
- Run the word count feature in Microsoft Word or count the words or pages on your essay to ensure you have not exceeded the maximum length requirement
  
- Review the document "Dos and don'ts for Essays." Update your draft accordingly
  
- Have several people who know you well, read your final draft. Take their honest feedback, re-write again, proofread and spell check
  
- Have someone knowledgeable proofread your final final draft for spelling, grammar and any errors
  
- Send in your essay or personal statement before the due date and in accordance with any other instructions from the college or scholarship provider