

Writing for Scholarship Applications

Stake Education Mentors

WRITING REUSABLE MATERIALS

Reusable materials will be very helpful as you apply for scholarships. The more scholarships you apply for, the better chance you have of getting one or more. Writing reusable materials allows you to apply for many scholarships without having to rewrite the application every time.

1. Develop Themes

- Develop three or four themes that describe you best.
- Make sure that the themes are clear so readers can recognize them.
- Possible themes include service, creative talent, survival, academics, community action, entrepreneurship, leadership, science, athletics, ethnic identity, music, the outdoors, etc.
- Add breadth and depth
 - Breadth: Select at least three areas where you developed the theme. For example, a service theme includes service at home, in the community, and at school. A sports theme could include three different sports. An academic theme could include three subject areas.
 - Depth: Wow readers with specific illustrations using power statements. Power statements provide a specific example and a measurable result. For example, "I served as chairman of our school's Sub-For-Santa committee, and I supervised 26 students. We raised \$12,000 and provided Christmas for 25 disadvantaged families."
- Use bullet points and include numbers with one to two lines of description. Keep these points and use them while writing cover letters and essays.

- Example of a theme of service:

Church Service:

- Made 25 quilts for elderly women.

- Spent 110 hours preparing church buildings for meetings and activities.
- Mowed widow's yard for free for three years.

Community Service:

- Prepared 500 kits for Humanitarian Center.
- Sorted 500–800 cans at food bank.
- Painted 200 addresses on curbs.

School Service:

- Helped raise \$12,000 for Sub-For-Santa and 25 families served.
- Raised \$600 for Pep Club.
- Fingerprinted 1,100 kindergartners for Key Club.

- Translate unfamiliar vocabulary for your readers.

For example:

- "Laurel class president" can be written as "president of community young women's group."
- "Teachers quorum president" can be written as "president of young men's service group."
- "Missionary district meetings" can be described as "volunteer meetings."
- "Minister in Relief Society" can be written as "active member of the world's largest women's service organization."

2. Create a Reusable Master Application

- Find three different applications to help you understand what is usually asked.
- Gather and verify your information.
- Edit and perfect your answers.
- Check spelling and grammar, and ask two people to proofread.
- Be sure to use themes that are applicable for specific scholarship applications.

3. Write Reusable Essays

- Prepare five to six essays and keep them on file.
- High school students may have already written essays in school.
- Topics may include:
 - Benefits of the sponsoring organization's product or service
 - Future career aspirations
 - Growth experiences
 - Patriotism, freedom, liberty
 - Solve a pressing issue
 - Someone you admire
 - Your greatest achievements

4. Create a Reusable Email and Cover Letter

- Introduction statement:
 - Please accept my application for the _____ scholarship.

- It would be an honor to represent _____ as a recipient of this award.
- My experience in _____ and _____ meet and exceed your guidelines.

• Body:

- Show how you meet the requirements by using themes.
- Use power statements for emphasis.

• Conclusion—two to three sentences

- I will represent _____ well if I receive the award.
- I look forward to hearing from you.

5. Write a Thank You Message

- Submit your application at least two weeks before the application deadline
- Send a thank you letter or email one week later or one week before the due date
- Keep it short and express sentiments such as:
 - Thank you for letting me apply.
 - I admire your work in the community.
 - I look forward to hearing from you.

