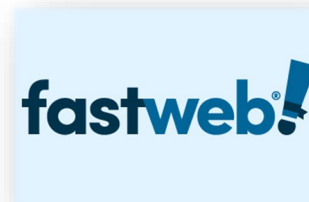


# Scholarship Essay Guide

Presented by The Peirce College Scholarship Committee

# First – find the scholarships

- For Peirce College scholarships, check [Peirce.edu/scholarships](https://www.peirce.edu/scholarships)
- Find external scholarships:
  - [fastweb.com](https://www.fastweb.com)
  - [freelibrary.org](https://www.freelibrary.org)
  - [phillygoes2college.org](https://www.phillygoes2college.org)
  - [careeronestop.org](https://www.careeronestop.org)
  - [campuspride.org/national-scholarship-database/](https://www.campuspride.org/national-scholarship-database/)
  - [philafound.org/students/apply-for-a-scholarship/](https://www.philafound.org/students/apply-for-a-scholarship/)



# Make a schedule – and stick to it

- Identify the deadline
- Estimate how long it will take you
  - Make sure you can complete it before the due date.
    - If not, adjust your schedule or seek out assistance.
    - Keep in mind your other responsibilities.
    - Schedule time to work on it.
- Allow time to have your essay reviewed by a peer or a professional before you submit your work.



# Prepare to write the essay



- Review essay requirements:
  - The length of the essay
  - The topic
  - Required formatting
  - Required file type (PDF, or .Doc)
- Review scholarship description and eligibility
  - Note the award amount
  - Eligibility requirements (grade level, GPA, field of study etc.)
  - Important information about the purpose of the scholarship

# Prepare to write the essay

- Know your audience
  - Review the organizations' goals
  - Connect with the scholarship coordinator if you have questions.
    - Review the scholarship description FIRST
    - Ask unique and specific questions.
- Brainstorm and write down the different ideas that you have



# Draft an outline

- Include ALL essay requirements
- Make it personal and passionate!
  - Include compelling information about your life experiences
- Incorporate your accomplishments
  - Not just a list – think about the flow of the essay.
- Make sure your outline differs from your resume
  - You want to provide more details beyond just your work experience
  - Give the scholarship committee the chance to get to know YOU!

# Add to the outline

- Take the bullet points from your outline and add to them
  - Build each point into sentences, and paragraphs and you have your first draft.
- Add an introduction and a conclusion paragraph



# Editing

- Review your grammar and spelling
  - Use spell check in Microsoft Word
  - Read through the paper sentence by sentence and then paragraph by paragraph to check for continuity
- Check your format
  - Make sure it meets all requirements
- Have a peer or a professional proofread the essay
  - Feel free to contact the [Walker Center](#) to schedule an appointment.



# Submitting your Essay

*Before clicking SEND make sure...*

- Send from your student/professional email address
  - Avoid sending from a personal address.
- Email Subject
  - Include the name of the scholarship in the email subject.
- Include an appropriate note
  - Not too long! You don't need to write another essay, but don't send a blank email.
- Include your information in the body of the email
  - Your name & contact phone number
- Check the File Type
  - Review scholarship requirements and ensure that you are sending the preferred file type (if stated).
  - If one is not state, select a universal file type (like a PDF or a Word document).
  - Avoid sending a Google Document as it may not open properly.

# Follow Up

- Confirm that your application was received and is complete.
- Follow up after any posted selection date if you haven't heard anything.
- Be sure to send a thank you note to the selection committee and complete any other required steps.
  - Some scholarships will require a formal thank you letter to the organization, others might invite you to an event to present the award.
  - Make sure you follow through to ensure that you receive your award!

# Well Done!



## *Have questions?*

- Contact the Walker Center for help writing your essay: [WCAE@peirce.edu](mailto:WCAE@peirce.edu) or 215.670.9251
- Contact The Office of Student Financial Services with questions about Peirce College Scholarships: [SFS@Peirce.edu](mailto:SFS@Peirce.edu) or 215.670.9600