

Tips for Personal Essay:

Format:

- 12-pt font
- Double spaced
- Full page (or the length specified)
- Name in Corner

Suggestions for content: Stay focused—make a plan before you write and tie it all together with a purpose!

- Introduction
- Career and why they chose it--tell the story
- Best qualities/skills—what distinguishes you from everyone else? (what would make you a good student/employee?)
- Awards (relate this to why this would make you a good student/employee)
- Community service (relate this to why this would make you a good student/employee)
- Plans for future--what they will do to prepare for the career
- If applying for scholarship: why do you need the scholarship and how will the scholarship money be used. Give examples to how you will use the scholarship and how you are dedicated to your goal, responsible, and reliable.
- Conclusion

Suggestions for writing:

- **Fully answer the question asked of you.** Remember the specified word limit.
- Make a plan before your rough draft-this will help ensure you stay focused.
- Show don't tell: use imagery and clear, vivid verbs and specific nouns
- Don't repeat information from your application
- Keep the reader's interest from the first word! Stay focused on your purpose.
- Avoid controversial topics
- Use spectacular word choice and stories that will leave a lasting impression with the reader.
- Your introduction should grab the reader's attention. Appeal to their emotions to make them relate to your subject matter through stories and great descriptions.
- Conclusions are crucial! The conclusion is the last chance to persuade the reader or impress them with your qualifications.
- Revise, revise, and revise!! (look at writer's process for ideas)
- Follow the writing process (attached)