



Additional tips to improve scholarship, internship and job applications:

1. Application: Prepare your application far enough in advance of deadlines whether online, by email, postal mail, or for in-person delivery.
2. Before sending: Take the time to have a trusted friend proof-read and critique your responses (same as you should do for other important academic/professional work). Last minute, unedited work shows.
3. Follow the directions: additional information and attachments beyond that specified on the application form may not be needed, nor read. In writing, as in interviews, balance brevity and relevant information. Be sure to customize each application to the scholarship or position you are seeking. If you get an interview, be prepared with resumes, references, or other professional items, even if not requested. Don't bring large props unless required.
4. Communicating: Be available/prompt-don't be the one who missed an interview opportunity: the professional world requires phone and face to face communication beyond email/text. Set up and respond to voicemail.
5. Familiarize yourself: A visit to the organization's website is the absolute minimum you should do to better understand the organization's programs or company's offerings. This enables you to respond to any questions posed in a way that will be relevant to the interviewers.
6. Recap: In an interview, don't assume the committee remembers everything (or anything!) from your application; they may have reviewed dozens or even hundreds in a very short time. Do not be afraid to briefly reiterate important information that is relevant to their questions. The written application may get you the opportunity to interview; if you are invited to interview, this is your chance to tell your story in person.
7. Participate: Professional networking well in advance, with consistent and active community participation, can add to your knowledge of companies and organizations in your field and allow you to get to know contacts that may be able to inform you of opportunities and/or provide a reference.