

# Recommendations for an impressive application or professional document

## Helpful hints for an effective application

### Utilize your resources:

When possible, computer-generate your application (cover page may be neatly written). All schools in Adams County offer workshops and computer labs to utilize computers and provide professional assistance. Utilize your available guidance advisors. Handwritten applications are difficult to read. Some committees assign demerits for these issues.

### Grid pages (pp. 1, 2, 3): Prioritize.

Begin with the event or activity with which you have the most time / experience. Be sure to include detailed information especially regarding leadership positions or awards earned.

### Spelling, grammar:

For professional documents of any type, proofread your work. Have someone other than the author proofread the document. In some situations spelling and grammar errors have been used as a tie breaker. Mistakes are counted and the application with the fewer errors will be the applicant selected.

### Abbreviations: ... 'I have worked for 3 years as a CNA at AMH.'

All abbreviations or acronyms should first be spelled out with the abbreviation in parenthesis following. After the words are spelled out and abbreviation identified, it is acceptable to use the abbreviation on that page. Using unidentified abbreviations may cause the reviewer to focus unduly on the meaning of the abbreviation or misunderstand the topic. Spell out numbers one through ten. Some committees assign demerits for these issues.

### Contractions: ... 'Don't do it.'

For professional compositions / documents of any type, contractions are discouraged. Some committees assign demerits for this.

### Capitalize when necessary: .... 'i mean it'

Texting and spellcheck have influenced an author's writing skills. If a word or pronoun should be capitalized, it should be capitalized on your essays, applications, and cover sheet. Some committees assign demerits for these issues.

### Audience: It is necessary to understand your audience.

*You know you ... the reviewer does not know you.* Understand the reviewer needs to know of your accomplishments, unusual circumstances or challenges you have overcome. Share these on the application.

Clear and concise: If your proofreader does not understand your narrative, the scholarship reviewers will not either. Be consciously aware of your audience and how you describe or explain things.

Do not over use the thesaurus: If you would not use a particular word in your typical presentation or diction, rethink the use of that word in your written narratives. The plethora of reviewers recognizes this practice. 😊

### Due date:

Waiting to the last minute is evident by the reviewer. Upon the first presentation / learning of the local scholarship opportunities is when you should begin your application process. Turning your application in before the due date may result in additional scholarship opportunities.

### Access the Application:

[www.AdamsCountyFoundation.org](http://www.AdamsCountyFoundation.org), then Scholarship / Traditional Student Application, click on read only. This is a locked document and will need a new title each time you wish to save changes or revisions.

### Good luck:

Following these helpful hints will improve your luck.

