

## Tips for Filling out Scholarship and Other Applications

Getting ready to fill out an application for a scholarship, admission to college, or HOSA elective office? Please take advantage of this advice to help you present yourself at your very best.

1. Keep a portfolio, either paper or electronic throughout your life and start early! It will be a great benefit to you throughout your career and your lifetime.
2. Most applications will ask for your leadership activities, community service, and awards. Go ahead and make yourself a "resume" of your accomplishments that you will refer to every time you fill out an application.
3. Spell out organizations next to the acronyms you use:  
Health Occupations Students of America (HOSA)  
Professionals reviewing your application may not be familiar with the acronym alone.
4. Make lists of your accomplishments - don't put them in paragraph format.
5. Include dates or the years you were involved in a particular activity.
6. Copy the application, and practice filling it out on the copy. This should give you an idea for how to space your information. If it is clear that you will not have enough space on the application form, you may want to attach a resume of activities and note that a resume is attached on the application.
7. Type or word process the application.
8. Send it in a large envelope - not folded or mutilated in any way.
9. Follow the Directions. If the application asks for a handwritten essay--hand write it. If the application says attach three letters of reference--don't attach four.
10. Be sure everything is spelled correctly, and use proper grammar and punctuation. Incomplete sentences and misspelled words do not create a good impression.
11. For certain applications, you may want to add an attachment with an explanation of unusual circumstances. For example, if there has been a family crisis that makes the factual information included in the form somewhat misleading, attaching an explanation could be helpful to the selection committee.