



Tips to Create a Winning Application

- ❑ **Don't wait until the last minute!** Give your application packet a **whole week** to arrive.
- ❑ **Recommendations**—give your recommenders **PLENTY** of time to compose their recommendations. Be sure they understand the length limits, that their recommendation should not be sealed, and that the judges are looking for testimony of academics *and* service. Some applicants request more than the two required recommendations and then choose the best two for their packet.
- ❑ **Proofread your application thoroughly!**
- ❑ Order your **transcripts** early, and stack them from most recent to least recent when you create your packet. Be sure your most recent transcript shows a **cumulative GPA** (graduate students may need to provide a cumulative undergraduate *and* graduate GPA).
- ❑ **Applicants for the Graduate Scholarship** **MUST** provide documentation that they are *presently* enrolled in a graduate program in English. A current transcript with a list of the courses the applicant is taking during the semester he/she applies would provide such documentation; or an original letter of acceptance into a graduate program would suffice.
- ❑ **Proofread your application thoroughly again!**
- ❑ Scholarship and awards applicants, take note of **when your chapter will meet** ahead of the October deadline—members must vote on your application, so you must have your packet of original information compiled prior to that meeting.
- ❑ Double-check to be sure that everything in your final application packet is in **the correct order**.
- ❑ Ask your chapter sponsor, or someone else who can be trusted to be good at it, to **proofread your application one more time**.
- ❑ Scholarship and awards applicants, **personalize your convention theme application essays**. Judges enjoy reading these and getting to know you. They especially appreciate the myriad ways students approach the same topic. Be creative, but **keep the essay under the 400-word limit**.
- ❑ **Do NOT stray from the formatting guidelines!** Use the fonts, margins, spacing and typesizes given. Packets that ignore these conventions will not be considered.
- ❑ **Somerville Future Teacher Awards applicants:** the judges hold you to the same high standards of academic excellence and service as all other applicants, if not more so, because you will be teaching and reaching future generations. **Good proofreading and its end product, a clean application,** will go far toward impressing them.