Tips for a Successful Application

Contact Information

➢ Check that your email and phone number are correct

Activities, Volunteerism, and Work Experience

➢ List any extra-curricular activities you have been involved in throughout your high school career
➢ Provide accurate timeframes and hours dedicated for activities and work experience
➢ Avoid putting the same activities or work experience in multiple places

Personal Statements

➢ Do not rush. Give yourself time to develop, proof, and edit your response
➢ Be clear, informative, and stay on topic
➢ Show your passion to differentiate yourself
➢ Have a knowledgeable person proof and review your response

Letters of Recommendation

➢ Choose two respected references/recommenders
➢ These people should know you well, be able to write a good recommendation, and advocate for your character and work ethic
➢ Ask the individual before providing their information and let them know they will receive an email with details on submitting their letter
➢ Do not wait until the last minute to ask your reference for a letter
➢ Make sure the letter is submitted by the deadline