



## 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