

TIPS FOR SUCCESS: WRITING STRONG APPLICATIONS

Writing a strong application means writing persuasively. Your task is to convince your audience (selection committee/sponsor/prospective employer/graduate school) that you are the best candidate. Before you begin to write your application, reflect on the successful strategies that you have used for other writing assignments in which you have had to prove your point.

Below are suggestions to assist you.

GETTING STARTED:

- Identify programs or organizations that match your needs, such as specific graduate programs or internship sites.
- Gather information about these programs or organizations. Think about connections between your skills/interests/goals and the program or organization's purpose and focus.
- Begin to identify appropriate references and gather supporting materials.
- Meet with the person(s) who will serve as your reference(s). Ask them what information they need to be able to write, or speak highly, about you and your qualifications.

AS YOU ARE WRITING:

- Outline answers to the questions.
- Answer all application questions.
- Use vocabulary that demonstrates your enthusiasm and energy, highlighting your abilities and qualifications.
- Convey that you have focused and realistic goals.
- Use concrete examples.
- Make explicit connections between the focus of the opportunity and your skills/experiences/academic background.
- Think about using different styles (such as **bold** or *italics*) and fonts to enhance to the visual presentation of your essay.
- Proofread your writing.
- Meet deadlines
- Consult a writing tutor for feedback on your draft.

FINAL STEPS:

- Confirm that your application and supporting materials have been received.
- Ask if there are any additional materials that you need to submit.
- Stay informed about the status of your application.

RESOURCES TO HELP YOU THROUGH:

- Writing tutors
- Filene Center Staff
- Students who have completed successful applications
- Books and materials at the Wallace Library.