

Ernie Liska Memorial Scholarship

Tips on completing the Application

There is no magic formula to use in applying for and receiving a scholarship. But these tips can help you start on the right path.

- ◆ Be organized and stay on top of deadlines. Don't wait until the last minute to complete the application. All forms, letters of recommendation, and any other supporting documents are due in the office of Holy Trinity Lutheran Church by the deadline.
- ◆ Follow instructions carefully. Answer all questions, providing as much detail as possible. Statements or summaries that leave questions in the minds of the reviewers will probably not be given as much credit as a well written and thoroughly explained paragraph. The reviewers are trying to get a sense of who you are, your career plans, and personal values. Make sure your comments reflect that. List all relevant activities and honors; but be selective, do not include information that is not significant.
- ◆ Don't be afraid to add additional pages, if needed.
- ◆ Proofread your application. Consider asking a parent, teacher, or friend to read your application for potential spelling and grammatical errors.
- ◆ Applications should be legible and well organized. Neatness does count!
- ◆ Keep copies of everything you send. If your application is misplaced, having copies will make it easier to resend your information if necessary.
- ◆ ALL forms, letters, extra pages, and any other supporting documents are required to be submitted together at the same time. Put your name at the top of all documents in case they become separated during the review process.