

Transfer/Scholarship Essay Checklist

CONTENT

1. Does your essay offer a UNIQUE view of you? Does it tell the story that only YOU can tell?
2. Is your essay SPECIFIC? Does it SHOW the reader who you are?
3. Does it reveal your VALUES and PRIORITIES? Does it show what MATTERS to you?
4. Does it reveal your INTERESTS and PASSIONS?
5. Does it indicate your GOALS? Will the reader know where you want to go?
6. Does it indicate HOW you plan to get from where you are to where you want to be?
7. Does your essay fully ANSWER the QUESTION posed to you?
8. Is it positive and FORWARD-LOOKING?
9. If your essay reveals past mistakes or misfortunes, does it show how you RESPONDED, what you LEARNED, and how you have GROWN?
10. Does it AVOID inappropriate humor, religious references, political rants, or the duplication of information found elsewhere on your application?

ORGANIZATION

1. Does the essay FLOW well? If it's chronological, does it move from past to present to future?
2. Is the essay UNIFIED? Do the points and details all relate to your main ideas or story?
3. Is it COHESIVE? Are your sentences and paragraphs arranged in a clear sequence, and do you use appropriate transitions?

SENTENCE STRUCTURE and WORD CHOICE

1. Is the word- or character-COUNT within the limit?
2. Have you ELIMINATED FILLER WORDS (such as "really" or "very") and SLANG (such as "totally awesome")?
3. Have you VARIED the sentence length and structure?

GRAMMAR and PUNCTUATION

1. Did you write COMPLETE SENTENCES?
2. Did you AVOID CONTRACTIONS, SYMBOLS, and ABBREVIATIONS?
3. Do your subjects and verbs AGREE in number?
4. Did you use COMMAS, SEMI-COLONS, and COLONS correctly?