



Scholarship Essay Guide

There are no strict guidelines that can be applied to scholarship applications. The key is to carefully read the directions and answer each question completely. Use these guidelines in developing ideas for the general scholarship application at Sinclair Community College.

Here is a suggested outline for a scholarship application essay. While your essay should include some personal anecdote, the focus should be on your academics and your career goals. Write at least three paragraphs with 4-6 sentences each:

Paragraph 1: The Past

- Background:** Who are you? Include important details about your past, your family, and your education.
- Overcoming Obstacles:** Have you experienced any obstacles? What have you done that aided you in overcoming these obstacles and reaching your goals?
- Career:** Why did you choose your career path? Why did you choose Sinclair?

Paragraph 2: The Present

- Courses:** What semester at Sinclair will you be in? What courses are you taking? Mention grades and special recognitions.
- Outside Activities:** Are you involved in volunteer work, campus activities, or clubs? Speak to any leadership responsibilities.
- Work-Life Balance:** How do you balance school, family, and work?
- Uniqueness:** What about you makes you stand out?

Paragraph 3: The Future

- Goals:** What are your short- and long-term goals? Will you seek a 4-year degree?
- Your Need:** What would this scholarship mean to you? How would this scholarship help you financially to meet your goals?

For additional help, the Writing Lab provides in-person and Zoom conferences to review and discuss scholarship essays. Scholarship applicants can also submit their essay drafts to writinglab@sinclair.edu to receive written comments and feedback.

Once you complete the General Application for Sinclair scholarships, you will automatically be matched to all the scholarships you qualify for. Check your Sinclair email inbox for updates.

Remember to always send a thank you note after you are selected.

Additional Suggestions

Use concrete examples in your essay. Do not simply tell the scholarship committee that you are an excellent student, **explain how and give examples.**

- x I am an excellent student.
- ✓ I excel as a student because I find unique ways to connect with the material while helping others. For example, I volunteer through the social work club at the homeless shelter. I am able to see real-world examples of what we are learning in our classes while making a difference in my community. In addition, I organized study groups in some of my classes this semester. I strengthened my knowledge of the subject while helping fellow classmates understand the material.

Use action words to help you form descriptive sentences. Read through this list for ideas.

Achieved	Determined	Informed	Received
Acted	Developed	Initiated	Recommended
Adapted	Devised	Innovated	Related
Addressed	Directed	Inspected	Remembered
Administered	Discovered	Inspired	Reported
Advised	Displayed	Installed	Represented
Analyzed	Distributed	Integrated	Researched
Anticipated	Diverted	Interviewed	Restored
Arranged	Dramatized	Invented	Retrieved
Assembled	Edited	Investigated	Reviewed
Assessed	Eliminated	Lifted	Risked
Attained	Emphasized	Listened	Scheduled
Budgeted	Enforced	Logged	Served
Built	Established	Maintained	Shaped
Charted	Estimated	Manipulated	Showed
Checked	Experimented	Monitored	Sketched
Classified	Explained	Motivated	Sold
Collected	Expressed	Navigated	Solved
Communicated	Filed	Negotiated	Summarized
Composed	Financed	Observed	Supervised
Conceptualized	Fixed	Obtained	Supplied
Conducted	Followed	Operated	Synthesized
Conserved	Gathered	Ordered	Traveled
Constructed	Generated	Perceived	Treated
Controlled	Guided	Performed	Undertook
Coordinated	Headed	Persuaded	Unified
Counseled	Helped	Planned	United
Created	Identified	Predicted	Upgraded
Decided	Illustrated	Presented	Utilized
Defined	Imagined	Produced	Verbalized
Delivered	Implemented	Promoted	Washed
Designed	Increased	Realized	Weighed
Detailed	Influenced	Reasoned	