People have used this checklist to earn scholarships. One student earned $70,000 in 9 months. Another, following this checklist, earned $360,000 between her 13th and 18th birthdays. While we don't guarantee you will have the same results, we know that you will likely earn more scholarships if you follow these steps.

Enroll in our online course (www.GoalsWorkInstitute.Teachable.com) for details on how to complete each step.

Find 70-100 Scholarships Perfect for Me

- ☐ Create a separate email account that I will use as a username to find scholarships
- ☐ Identify 3-4 themes in my life that scholarship committees may wish to recognize (transfer to column 1 on page 2)
  - o Academics
  - o Activism
  - o Athletics
  - o Character
  - o Creative talents
  - o Entrepreneurship
  - o Ethnic background
  - o Leadership
  - o Service
  - o Survivor
- ☐ Review scholarships listed on the *Counseling* or *Financial Aid* section of high school and college web sites
- ☐ Talk to high school guidance and college financial aid counselors about scholarships they know about
- ☐ Review information in www.MyCollegeScholarship.org, www.Reddit.com sub reddit r/scholarships, and www.Scholarships.net
- ☐ Bookmark appropriate scholarships from the scholarship lists using themed keywords & filters
  - o Adventures in Education www.aie.edu (type *scholarship search* in the page's search bar)
  - o CareerOneStop.org www.CareerOneStop.org (type *scholarship finder* in the page's search bar)
  - o Campus Center http://www.campuscareercenter.com/scholarships/scholarship_list.asp?
- ☐ Complete profiles on the following scholarship search engines, and reviewed the list of matches to eliminate inappropriate scholarships
  - o www.FastWeb.com (I clicked on *My Profile* next to my account icon to complete the profile)
  - o www.Chegg.com (I clicked on *Scholarships* under the stacked bar icon in the upper left corner)
  - o www.Scholarships.com (I clicked on *Profile* in the navigation bar after completing initial account information to get more)

Prepare 36 *Scholarship Statements* to Prove I Represent What They Want to Reward (& Deserve the $$$)
Use the worksheet on page 2. Be very careful not to combine any of these steps. Your brain will crash, and you will stumble to a stop

- ☐ Divide each of the themes identified above into 3 situations, categories, locations, etc. (4 themes x 3 categories = 12 sections)
- ☐ Jot down (3-5 words) three very specific examples of what you did for each situation, etc. (12 sections x 3 examples = 36 statements)
- ☐ Turn each specific example into a rough, unrefined sentence detailing what happened and results that occurred from your efforts
- ☐ Refine each sentence in the following ways (Make each refinement separately for each sentence. Do not combine these refinements)
  - o Exchange implied numbers for actual or estimated numeric symbols ($,%,#s)
  - o Translate jargon for phrases that will be misunderstood (i.e. *execute* has different meanings for athletes and prison guards)
  - o Ensure use of the active versus the passive voice, and 3rd person plural when feasible
  - o Enhance word choices for more refined, sophisticated reading levels (i.e. *disadvantaged families* for *poor families*)
- ☐ Ask someone to review, edit, and perfect the statements (leaving symbols instead of words)
- ☐ Copy statements into applications to answer questions asking for examples or descriptions of specific experiences

Solicit 5 Reusable Letters of Recommendation
- ☐ Ask one person each from school, work, community programs, church, or other for a letter of recommendation
- ☐ Offer to draft the letter of recommendation for them to edit and finalize to their satisfaction
- ☐ Include appropriate scholarship statements from my experience with that person or my contribution to the organization in each letter
- ☐ Ask them to review the draft I prepared and perfect it, then print and sign it on their letterhead
- ☐ Thank them for the letter and scanned it into a PDF file for use on scholarship applications

Prepare 5-6 Reusable Essays to Submit with Scholarship Applications
- ☐ Adapt *Scholarship Statements* (from page 2) into an essay for the topic *Why I Deserve This Scholarship*
- ☐ Review possible essay topics on www.Reddit.com (r/scholarships) or www.FinAid.org (search Essays and topics)
- ☐ Read essays submitted by previous winners (essay committees frequently post past winners on their scholarship page)
- ☐ Compare essays you have already written to topics requested by scholarship committees
- ☐ Ask teachers to choose a scholarship topic instead of the topic assigned for writing homework
- ☐ Ask English teachers to review selected essays and edit them to perfection. Made the corrections and asked them to review it again.
- ☐ Customize the essay's opening, body, and closing for each scholarship submission
- ☐ Save the customized essays as <scholarship name> Essay Submitted by <your name>.PDF

Submit 2-3 Scholarship Applications a Week
- ☐ Create a *Master Application* document containing answers to applications to copy and paste future answers
- ☐ Review www.FinAid.org's articles on *Scholarship Scams* to avoid scams and frauds
- ☐ Copy & paste scholarship statements in to fields asking to describe or explain experiences
- ☐ Upload reusable letters of recommendation as requested
- ☐ Modify and upload modified, reusable essays as requested

Worksheet to Prepare 36 Scholarship Statements

Use this worksheet to prepare your 36 scholarship statements.

1. Themes	2. 3 Situations, circumstances or categories for each theme	3. Jot Down 3 specific examples of each category, situation, or circumstances. 4. Turn each specific example into sentences (ugly, rough, don't try to refine until next step). 5. Refine sentences: implied numbers for real numbers, translate jargon, active voice, 3rd person, & refined vocabulary 6. Ask someone else to edit your statements while ignoring rules governing numbers

Enroll in our online course (www.GoalsWorkInstitute.Teachable.com) for details on how to complete each step.

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