

Guide for Writing a Successful Application

High School Science Research Intern Program

The application is the critical piece used in the selection process for the High School Science Research Intern Program. Please review these suggestions before you begin writing and reflect upon them again before you submit your application.

The most important advice is to ask an adult who is invested in your success to help you with the writing and editing process. Think about asking a parent, guardian, former or current science teacher, guidance counselor, or writing lab instructor.

- Read all questions before you begin writing. Some information may be asked for in a different question.
- Be complete. Make sure you answer all information thoroughly and accurately. Incomplete applications cause doubt with reviewers. If you don't have the information to complete a question, seek it out.
- Be neat. The application represents who you are and what standards of quality you set for yourself.
- Be professional. Make sure your application is professional in format, organization, style, grammar, and mechanics.
- Decide exactly what each question asks. Decide which examples, characteristics and/or information should be included in your answer. Draft an outline for each question. Write the first draft. Then, read the question again. Does your answer address the question? Is it clear and persuasive? Revise your draft to improve your response.
- Remember the application process attempts to determine how well you are prepared and motivated to work in a lab with others. Ask yourself about your personal strengths and weaknesses. Decide how to convey this information in a strong, clear and honest manner.
- Think about your background and skills in a broad perspective. Include relevant information that will help describe who you are based on the opportunities and challenges you have already accepted.
- Insure your entire set of materials is received on or before the due date. **Send in all materials together.**
- Seek out at least one adult who is truly invested in your success and ask them to review your entire application. Ask the adult to be critical and to provide specific information that will improve the strength of your application.

There are a variety of online sources to help you write and edit applications. Here are just a few:

www.wheatoncollege.edu/filene/images/tipsForSuccess.pdf (general tips)

www.unm.edu/~schol/tips.html (tips on writing a personal statement)

www.cde.ca.gov/fq/fo/we/ (technical writing tips)