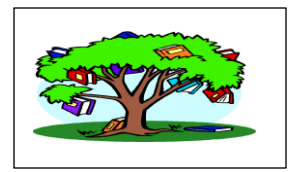


# Toward Better Literacy: Reference Outlines



## Applications and Personal Statements

Be confident and concise.

### Application:

- Have the necessary documents assembled.
  - Transcripts
  - Resumes
  - Application forms
  - Employers' names, addresses, phone numbers, etc.
    - Know the title of your job, duties, dates of employment.
  - Volunteer experiences
  - Information on job or school and how you found it

### Personal Statement:

- Be sure to focus on the question and answer what is relevant to it.
- It is OK to use the first person.
- Keep things brief and concise.
- Each paragraph is a unit; be sure to make transitions between them.
- Don't duplicate information found elsewhere in your application.
- Typical format:
  - Recount an experience that helped define what you'd like to do.
    - A poignant anecdote (small story) captures attention.
  - Elaborate on how your passion has developed and what you did
    - Coursework
    - Employment
    - Hobbies
  - Define as best as you can the goals related to your calling.
  - Tell how you came to know the school/company and what it offers.
    - Research a professor, publication or program in the school.
  - Share how they can help meet your goals. Cast out a vision.
  - Share your desire to go further with them.