

This document provides helpful tips in completing The San Diego Foundation's Common Scholarship Application. Tips are organized into sections correlating to sections in the application.

## Contact Information

- Check that your email and phone number are correct

## Finances

- If tax forms are not available, estimate income
- If applicable, provide detailed information on your financial situation
- Avoid leaving blank spaces, if possible

## Extracurricular Activities & Work Experience

- Provide accurate timeline for activities and work experience
- Explain the focus of the organization/club if it isn't clear
- Include ALL activities from the past 4 years
- Avoid putting the same activities or work experience in multiple places

## Personal Statements

- Do not rush
- Give yourself time to develop your response
- Be clear and informative
- Ensure the response is about your experience
- Differentiate yourself by showing your passion
- Avoid going off topic
- **Proof and review your first draft**
- Have a knowledgeable person proof and review your response

## Letter of Recommendation (if applicable)

- Choose a respected reference/recommender
- This person should know you well
- This person should be able to write a *good* recommendation
- Ask the individual before providing their information
- Make sure the letter is submitted by the deadline