

Name (Example - 1)

Name (Example - 2)

Name (Example - 3)

Personal Statements-Essay-Writing-Guide/Example

Name (Example - 4)

If the personal statement or essay submission requires your name at the top of the page, you do not need to reintroduce yourself in the beginning of the essay, see **each example 1 - 4** for possible places for your name. Instead, introduce your **“Topic”** and discussed the **“Substance”** of your essay through good writing and formatting of your essay. The reader wants to know about the subject or topic of your essay, how your paragraph topics and content will flow. How you make your introductory paragraph interesting and exciting to the reader in this essay is key. You will learn how to “Set the hook” using a few writing fundamentals. Those fundamentals include using facts, setting up your word document for success, identifying a few common writing errors, and using proofreaders for success. A good writer will cast that line, while telling the story step-by-step to its conclusion, then providing the appropriate wrap up for the story or paper.

Each paragraph must have evidence or an example to support the topic or point you are making, those facts and examples will help your essay bring home the point(s) you are making to support the sponsor’s “Personal Statement / Essay” topic. Writing does not just happen, make sure you “Know the Topic” and that you will “Enjoy” writing the essay. You will need to gather ideas, information, and possibly resources to make the required points.

Gathering information may take time, so **“Do not”** wait until the last minute to start the essay. Once you have the ideas and information, writing the draft may seem like the next step. However, you should ensure you setup your word document options before you begin; for example, **“MS Word Option”** is setup to make writing easier and more effective.

The “Word” writing tool is **“MS Word Option”** it provides several review tools to clarify any basic writing errors as well as some solutions in the writing process and readability levels of the writing. This is a key part of your draft writing process as it will highlight those basic changes you may want to make as you write. The setup is simple:

- **Select** - **“File Tab”** at the top left of the Word menu bar.
- **Scroll** - Down to and select **“Options,”** a window box will appear
- **Select** - The **“Proofing”** option, a new window box will appear
- **See** - The title **“When correcting spelling and grammar in word”**
- **Check** - All the boxes in that section
- **Set** - The **“Writing Style”** to **“Grammar & Style.”**
- **Select** - The **“OK”** button this will approve all changes

You will only need to do this once. You can use “Spelling and Grammar Checker” through the **“Review Tab.”**

Now that you have setup your writing tools, and gathered your ideas, you can begin your draft.

Name (Example -1)

Name (Example -2)

Start your draft right, place your ideas in a basic order, give your draft life and a certain flow of ideas, this does not mean you have to keep the ideas in this exact order forever. Remember your basic ideas will need to be setup in paragraphs and have examples placed in each paragraph from the information you gathered to support your ideas with transition sentences to the next paragraph. When writing spell out any acronym used first, often writers fail to do this, doing this before you use an acronym aids the reader understanding, one example is SDSU correctly written: San Diego State University (SDSU), now it is appropriate to use SDSU throughout the essay. Many acronyms like SDSU have multiple meanings; writers should not assume readers know their intended meaning. Similar error occur when writers use local language, slang, or even social medial, or terms familiar to them.

Conversational language is “**Not**” acceptable in an essays contest. You are not writing to a friend or family member, “**Finalist**” are “**Only**” the “**Best**” essays and “**Only One**” will win the scholarship. Ensure you do your best, write to the highest level possible and get proofreading help with your essay. Additionally, when writing do not repeat common terms and language “**over** and **over**” again. An overused word loses its power over the reader. Move the reader by selecting your words carefully when you are writing; remember to spell your words out, no hyphenated words or contractions, you are in a contest for scholarship funds.

Do not take writing shortcut by using hyphenated words or contractions in your essay. Even though hyphenated and contracted words are used often in general writing, writers who are unsure about the correct format often use these shortcuts incorrectly. In essay contests never use a hyphenated word unless you are sure of its use and never use a contraction in an essay contests. Sponsors “**Do Not**” want your least effective work, they want your “**Best**” work they are awarding “**Their**” scholarship. Ensure you are giving your “**Best**” find a proofreader to review your essay.

Proofreading is key to “**Maximizing**” your essays potential, getting help from a proofreader who can help you with grammar and punctuation, to content, readability, and flow review is essential . Use a proofreader to your “**Drafts/Final Draft**” that person should be either your Professors, Counselor or the Scholarship Specialist as they can help you write an effective and fruitful paper. Make sure you do not use a friend; a friend may not want to be completely honest or capable of reviewing your essay. Remember what you put into your essay is what you will get out of it in the end.

When writing your essay, use the facts you gathered they will be the backbone to a well-written essay. The word program you set up and writing tools available to format and check your paper will make your writing time more effective, and professional. Yet never forget the extra eyes, to seek out those who can be your proofreaders and “**FINALIZE**” your essay for the scholarship opportunity.

Personal Statements-Essay-Writing-Template

Name (Example - 3)

This “Template” is only general FORMAT – EXAMPLE from the information provided above, it is a writing path to consider for your **Personal Statements or Essay**. It is not the **ONLY** format possibility. Basically a paragraph is a complete idea and a transition sentence.

INTRODUCTORY PARAGRAPH:

DOUBLE SPACING UNLESS STATED OTHERWISE BY SPONSOR

SET UP THE READER; GIVE THEM AN IDEA AS TO WHAT WILL BE IN THE ESSAY.

GET THEM MOTIVATED TO READ YOUR ESSAY

EXAMPLE EVIDENCE TO SUPPORT YOU POINT

DRAW THEM IN TO THE EASSY / STORY

TRANSITION SENTENCE INTO THE FIRST PARAGRAPH.

POINT 1 REMEMBER TO KEEP THEM MOTIVATED AND INTERESTED IN YOUR ESSAY

EXAMPLE EVIDENCE TO SUPPORT YOU POINT

DRAW THEM IN TO THE EASSY / STORY

DRAW THEM IN TO THE EASSY / STORY

TRANSITION SENTENCE INTO THE SECOND PARAGRAPH

POINT 2 REMEMBER TO KEEP THEM MOTIVATED AND INTERESTED IN YOUR ESSAY

EXAMPLE EVIDENCE TO SUPPORT YOU POINT

DRAW THEM IN TO THE EASSY / STORY

DRAW THEM IN TO THE EASSY / STORY

TRANSITION SENTENCE INTO THE THIRD PARAGRAPH

POINT 3 REMEMBER TO KEEP THEM MOTIVATED AND INTERESTED IN YOUR ESSAY

EXAMPLE EVIDENCE TO SUPPORT YOU POINT

DRAW THEM IN TO THE EASSY / STORY

DRAW THEM IN TO THE EASSY / STORY

TRANSITION SENTENCE INTO THE FOURTH PARAGRAPH

Name (Example -1)

Name (Example -2)

POINT 4 REMEMBER TO KEEP THEM MOTIVATED AND INTERESTED IN YOUR ESSAY

EXAMPLE EVIDENCE TO SUPPORT YOU POINT

DRAW THEM IN TO THE EASSY / STORY

DRAW THEM IN TO THE EASSY / STORY

TRANSITION SENTENCE INTO THE FOURTH PARAGRAPH

POINT 5 REMEMBER TO KEEP THEM MOTIVATED AND INTERESTED IN YOUR ESSAY

EXAMPLE EVIDENCE TO SUPPORT YOU POINT

DRAW THEM IN TO THE EASSY / STORY

DRAW THEM IN TO THE EASSY / STORY

TRANSITION SENTENCE INTO THE FOURTH PARAGRAPH

IF SUMMARY REMEMBER TO KEEP THEM MOTIVATED AND INTERESTED IN YOUR ESSAY

EXAMPLE EVIDENCE TO SUPPORT YOU POINT

DRAW THEM IN TO THE EASSY / STORY

DRAW THEM IN TO THE EASSY / STORY

LAST PARAGRAPH SUMMARIZE WRITING

Signature

Date