

Tips for applying for a **SHRM Foundation** scholarship!



In 2017, the SHRM Foundation will award nearly \$500,000 in scholarships to HR professionals and students seeking undergraduate and graduate degrees, certification and professional development opportunities. *Encourage your members to apply after reviewing these helpful application tips!*

1: **Plan ahead!**

Keep a calendar of deadlines for scholarships. Go to shrmfoundation.org to see the list of scholarships offered each year, their deadlines and who may apply. Set aside time to create a strong application. It can often take several weeks or more to get all the information and documents you need for a scholarship application.

2: **Don't rely on just one scholarship.**

Apply to all of the scholarships for which you are eligible to increase your chances of winning one of them.

3: **Read the entire application including application instructions.**

Not following instructions correctly will count against you in the final selection of scholarship winners. Knowing all the questions you must answer on the application will help you plan how you would like to answer each question and avoid repetition.

4: **Make sure you are eligible.**

Read the eligibility requirements carefully. You must be an active SHRM member to apply for SHRM Foundation scholarships. If you have questions, contact Dorothy Mebane at Dorothy.Mebane@shrm.org.

5: **Know your audience.**

Tailor your application. Make sure the goals you express in your application match the goals of the scholarship program. Your responses should speak to the selection committee. Your application will be evaluated by a panel of judges that include both practitioners and academics in the field of human resources.

Find more tips on the back...

6: **Show your strengths and tell your story.**

The purpose of the application is to help the selection committee get to know you and to understand your unique strengths and challenges. Don't be shy when talking about yourself and your accomplishments. Let yourself shine! Elaborate on your volunteer and work experience and provide specific examples. Show your passion and commitment to your field. Your application should give the selection committee a clear idea of who you are, your development goals and your future career plans.

7: **Be clear and concise.**

When responding to short-answer questions, it may be helpful to first compose your responses outside of the application. Once you have written and edited the text, you can then copy and paste it into the application. Do not exceed the maximum number of words or pages allowed. Express your ideas clearly and use concrete examples. Have your friends and colleagues read your application before you submit it online. Be sure that you have thoughtfully responded to every question. And don't forget to check your spelling and grammar.

8: **Request references from people who know you well.**

Letters of recommendation (or statements of support) are a very important part of any application. You should ask for letters of recommendation only from people who are able to talk about your unique abilities and skills. A well-written letter from a professor or a supervisor at work who knows you very well is more impressive than a letter from an important figure (such as a university president or government official) who knows little about your academic and career goals. Make sure those who are writing letters of recommendation are familiar with the scholarship program. Have them write letters on their letterhead and include the name of the scholarship to which you are applying. And don't wait until the last minute to ask for your references!

9: **Be yourself!**

Highlight the ways you would benefit from a scholarship and what makes you different from others. Try not to write what you think we want to hear but what makes you uniquely able to seize this opportunity at this point in your life.

For more information
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