



for applying for a SHRM Foundation scholarship!

Here are our best tips for creating a successful submission:

1. Plan ahead

Go into the process with a strategy. Keep a calendar of important scholarship deadlines and set aside time to create a strong application. It can take several weeks or more to gather all the supporting documents you'll need. Get details on important deadlines at shrmfoundation.org/scholarships.

2. Make sure you are eligible

Read the eligibility requirements carefully. You must be an active SHRM member to apply for SHRM Foundation scholarships. Not following instructions may get you disqualified.

3. 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.

4. Stick to the topic

Tailor your content to be clear and concise. Make sure the goals you express in your application match those of the scholarship program, and use concrete examples to meet the required criteria. You want to highlight how you would benefit from a scholarship.

5. Know your audience

Your application will be evaluated by a panel of judges that includes both HR practitioners and academics. They want to get a sense of who you are, where you come from and the goals you plan to achieve.

6. Get personal

DON'T: be shy when talking about your accomplishments. **DO:** describe your experiences and how they have impacted you and/or your community. Personalize your essay and let your passion shine through!

7. Proofread

Review your essays at least twice and ask your colleagues and friends to look them over, too. The more eyes, the better.

8. Review before submitting

Examine your responses to the application questions. Before you submit, you should preview your answers to ensure that they abide by the guidelines and there is no repetition.

9. Choose appropriate references

Choose wisely—select a teacher, counselor or mentor who knows you well and can articulate your case clearly and powerfully. Contact them in advance with the information they'll need, like a prepared copy of your personal statement or resume, and ask if they are willing to provide a letter of recommendation for you.

10. Be yourself

Write about something of interest to you, and explain how you're uniquely able to seize this opportunity at this point in your life. Be forthright but creative!

For more information, visit
shrmfoundation.org/scholarships

SHRMScholarships@shrm.org
703.535.6020