



# HOW TO ANSWER ESSAY QUESTIONS

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There are two sections of essay questions within the Phi Mu Foundation Scholarship Application: Involvement and Recognition Statements and Personal Statements. These essay questions are reviewed by the Scholarship Committee and serve as a way to better understand the experiences and needs of each applicant.

## **Tips you can use:**

Before you begin answering the essay questions, take a moment to review each question and consider your response. Here are some tips for providing well-written responses:

- Use fewer words. Each response has a maximum number of words. Your answers should not exceed this limit.
- Keep it confidential. Each scholarship application is reviewed on an anonymous basis by the Scholarship Committee. To ensure your identity is kept anonymous, **DO NOT** include any personal identification words while writing your essays. Words to avoid include:
  - Your first and/or last name
  - Your chapter name
  - Your school name
  - Names of chapter members or alumnae
  - Names of family members
  - Names of professors or other academic professionals
  - Names of cities or states
- Proofread! Type your responses in a word processing software prior to copying and pasting them into the essay fields within the application. Doing this will help you avoid spelling or grammar errors. If you feel comfortable doing so, have someone else proofread your essay responses to ensure they are well-written.

**Remember: your essay questions are just as important as your academic achievements.**