

## **Scholarship Essay Format Template**

Here is a basic outline that you can follow to help write an award-winning essay.

### 1. Introductory Sentence

- a. State your full-name
- b. State the name of the scholarship you are applying for.

### 2. Educational Objectives & Goals

- a. State your major & why you selected it
- b. State future goals

### 3. Brief Background

- a. Tell about yourself
- b. Give specific examples of your character
- c. Highlight your interests including volunteer work & experience

### 4. Need

- a. State why you need this scholarship
- b. State how this scholarship will help you.

### 5. Conclusion

- a. Highlight an item or two from your essay.
- b. Thank the judges (optional)

## **Formatting Your Scholarship Essay**

A scholarship essay is typically

- Font-sized 12;
- In Times New Roman;
- Double spaced;
- With one-inch margins on all sides of the paper; and
- Printed on A4-sized bond papers.

Follow all this, of course, unless the scholarship program you are applying to specifies a certain set of formatting guidelines.