

A CHECKLIST FOR ESSAYS OF APPLICATION*

- Clearly establish the point of the essay. Include only relevant information. Clearly connect all information/anecdotes to the main point of your essay.
- Make your introduction engaging. Ask yourself how your essay will stand out from the many others that are being read? Always consider who the readers of your application will be and what they will be looking for.
- Be honest and sincere in your writing. Avoid excessive exaggeration or making false claims. (Saying you are applying for a teaching job to “save the world” would be an example of ineffective exaggeration.)
- Make sure to answer ALL the questions posed. Re-read the questions to make sure you are giving complete and thorough answers.
- Leave out extra information that does not support your essay and detracts from the focus of your writing. Keep your ideas clear, catchy and to the point. (Keep in mind how many different essays the readers need to evaluate.)
- Double-check for grammatical errors, misspellings, and other mechanical problems that may cause readers to question an applicant’s attention to detail?

* Information taken from Ryan, Leigh. *The Bedford Guide for Writing Tutors*, 3rd ed. Boston: Bedford/St. Martin’s, 2002.