



# UNITED STATES DRESSAGE FEDERATION™

**USDF**

## **10 Tips for successful Scholarship and Awards Applications**

1. Spelling and grammar count! Be sure to check your documents and essays carefully for errors.
2. When referring to an individual, such as an instructor, clinician, coach, speaker for an educational event you attended, etc., be sure to spell the individual's name correctly!
3. All forms and essays should be typed or entered electronically.
4. When asked to answer a specific question (especially one with multiple parts), reread your answer multiple times to be sure your response fully answers all parts of the question asked.
5. Use standard 8 ½ x 11 inch paper that can be accommodated by a standard scanner.
6. Read the instructions carefully and follow them down to the last detail. Make sure that everything requested is organized and submitted.
7. If references are requested, it is your responsibility to locate good references and then follow up to ensure that the required materials are submitted on time. People are very busy; be sure to give your reference(s) plenty of time to write an outstanding piece for you and that they are aware of the deadline for submission.
8. All information included in your resume must be accurate and verifiable. This includes GPA, volunteerism, employment history, awards and achievements
9. Be sure that your contact information (e-mail, phone number and address) is accurate and up-to-date.
10. If you are required to submit a photo, electronic submission of a high-resolution jpg (300 dpi at 4" x 6" or an original digital file) is recommended. Photos taken with your smart phone are typically not a high enough resolution for print.