

How to Write an Admission Essay Planning Worksheet

Prompt and Requirements

- Copy the exact prompt or task verb

- Record the word or character limit

- List every required question or criterion

Core Planning

- Parse the prompt

- Prove readiness

- Research program fit

- Connect goals and contribution

Evidence and Specificity

- List the strongest experience, example, or evidence

- Write what it demonstrates

- Identify any factual detail that must be verified

Final Quality Check

- Every prompt question is answered

- Program facts are verified

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- Experience proves readiness

- Goals are credible

- Contribution is visible

Submission

- Confirm names, program or scholarship, filename, and deadline

- Preview the final portal submission

- Save a copy of exactly what was submitted
