

How to Write a Scholarship 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

- Decode the prompt

- Choose one story

- Demonstrate alignment

- Explain future use

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 task is answered

- Qualities appear through action

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- Sponsor alignment is genuine

- Funding use is specific

- Voice and facts are authentic

Submission

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

- Preview the final portal submission

- Save a copy of exactly what was submitted
