The scholarship deadline is March 31, but you are encouraged to start now. Go to: www.abtech.edu/scholarships to begin your scholarship application.

Please use this guide to write successful personal statements for the scholarship application.

Use complete sentences and proofread your work.

Although you can work and continue to work on your personal statements in STARS, you are advised to start and save your work in Microsoft Word and then cut and paste your work into STARS when it is ready for submission.

Meeting the Criteria of the Personal Statement Prompts

Below are three questions listed in the STARS Online application system. This is the most important part of the scholarship application. Carefully read the prompts and outline your ideas before writing your responses.

**Question 1** – What are your short-term academic goals? (Be specific, clear, positive, and provide dates of completion)

- Explain your short-term goals.
- When explaining your short-term goals, be specific by offering dates of completion.
- Be specific, clear, positive, and realistic so that these goals are achievable.
- In one sentence, explain how you will be accountable for your goals. What will you do to pursue your goals?
- Be honest about the expectations you have for yourself.

**Question 2** – What are your long-term career goals? (200 word minimum – [Two paragraphs]).

- Begin this paragraph with a topic sentence that explains why you are choosing your particular field of study or career path.
- Use this paragraph to tell the scholarship committee about your journey or story. They want to know about the events that have inspired you towards your field of study or career path.
- Keep the present tense.
- What has inspired you? Detail the events that are leading you to where you want to go.
- Offer specific examples to support your reasons, use dates if possible.
- Use your senses to visualize where you will be in five years.
  - For example:
    - Where will you be working, etc.?
    - Who will be your co-workers?
    - What will be the environment that you work in? Imagine your workspace.

**Question 3** – Describe any additional talents, volunteer activities, community service, and/or hobbies. (Please write in complete sentences.)

  - Think about what may distinguish you from any other candidate?
  - You may also upload certificates and/or documents to support this in the STARS Online application system.

**Additional Tips:**

- Read the specific instructions for each question.
- When answering the questions, keep in the present tense.
- Be specific in your examples and goals by using dates.
- Be realistic in your goals by showing how you will be accountable for achieving them.
- Stay positive.
- Proofread your personal statements. These statements are a representation of you.