

PUTTING TOGETHER THE APPLICATION PACKET

Two important parts of college applications are the letters of recommendation and the essays.

When identifying recommenders, keep in mind:

- It's best to request recommendations from professors or other educators with whom you have had recent contact.
- A professor, a guidance counselor, a coach, or a club advisor you have interacted with both in and out of class, such as through a student organization or school activity, is a great choice.
- Know your recommender well enough so that he/she can go beyond a generic letter and give a good illustration of your character for the committee reviewers.
- Talk to the recommender to be sure he/she has all the information needed to write the letter. Provide a resume to your recommender.
- Give each recommender enough time to complete and submit the recommendation. Aim for at least two weeks before the deadline, if not more.

How does the recommender submit a recommendation?

When your recommender is ready to submit, he or she may 1) mailed 2) emailed or 3) submitted with the Application Packet –

Mailed in a **sealed envelope** (post-marked prior the application deadline) to:

Richard Lara, Bloch Scholars Program
Malcom T. Wilson, Student Enrollment Center
3201 Southwest Trafficway, Box 145
Kansas City, MO 641111

- Emailed (word or PDF document) to Richard.Lara@mcckc.edu

When writing your essay, keep in mind:

Take advantage of the writing center at your high school or community college to assist you with your essays. Also seek out the help of a professor or adviser for proofreading. Write a **strong personal statement**, take time to **plan your essays**, and do not forget to **proofread**.

Important Tips

- Prepare a personal statement ahead of time. Identify your strengths and accomplishments as well as your educational goals if you know them.
- Have someone else read your essays before you submit the application. It is important to proof for typos, spelling or grammatical errors and to evaluate your essays for readability, completeness and organization.
- Know your academic plans before starting. Many applications ask if you are pursuing an associate's degree, or if you are completing prerequisites for a professional field (architecture, law, medicine) or the curriculum to transfer.
- If you have a double major make sure you state that in your essays since the program will only list one program of study.
- You should describe how the scholarship will aid you in completing your education. Will it help you as you support a family or yourself? Will it give you confidence to continue? Are you the first in your family to attend college? You don't need to provide many personal details, but enough to show how it would make a difference to you.
- Detail why you are attending MCC and what you hope to accomplish. Describe your long-term goals, and relate how a scholarship will help you get there. Consider a length of about 150-250 words giving specifics and details about your goals, needs and experiences for each question.
- Characterize yourself as a well-rounded student by listing your extracurricular activities. Describe one that is most meaningful to you.