

Tips For Successful Applications

These things can make the difference between being accepted and being rejected. Reviewers interpret the care you put in your application as a direct representation of your dedication to, and interest in, what you are applying for.

1. This is the first impression the reviewers will have of you so make sure the entire application is as professional as possible.
2. Make multiple copies of all forms supplied before you begin, so that you have back up sheets if you make a mistake. Never scratch anything out on the form you will be turning in.
2. Always type the application. If you cannot type into a form they give you, use black ink and print VERY clearly. Never submit anything filled out in pencil.
3. Submit all materials requested, omit nothing. Test all materials (CDs, slides, etc) ahead of time. Reviewers don't want to have to chase down your application materials.
4. When submitting written materials, such as statements, have several impartial people read and edit your writing for content, grammar, spelling and punctuation.
5. Make sure that your materials are clean (free of food stains and dirt) and not crumpled or torn. It is best to submit your materials in an envelope large enough so that they don't have to be folded.
6. When submitting images of your work, make sure that they are exposed correctly (not too dark or light), are in focus, and the work is framed well in the shot. Use as much care in representing your work as you did in creating your work.
7. Put your name, phone number, email address and mailing address on every single item you submit. If you are submitting slides, put your name on each one and the rest of the info on the sleeve.
8. Finally, try to gain a deeper understanding of what you are applying for. Research the names of the people who will be reviewing your application, and any other helpful details (try just calling and asking, most organizations will happily tell you anything you want to know). Carefully tailor your application to the specific interests of the program, school, or job. Try to highlight those things about yourself that make you ideally suited to this program. You are trying to find an edge that will make you more appealing than the other people applying, since there will be fewer slots than applicants.