
Scholarship Essay Planning & Revision Worksheet

A practical, step-by-step worksheet to plan, draft, and polish a winning scholarship essay

📌 How to Use This Worksheet

This worksheet is designed to help you:

- Understand the scholarship prompt clearly
- Organize your ideas before writing
- Avoid vague or generic essays
- Align your story with the scholarship's goals
- Revise strategically before submission

Complete each section honestly and in detail before writing your final draft.

📝 SECTION 1: Scholarship & Prompt Overview

Scholarship Name:

Scholarship Organization:

Word Limit:

Deadline:

Prompt Breakdown

Paste or summarize the full prompt here:

What is the MAIN question being asked?

Are there multiple parts to the question? (List each one):

1. _____
2. _____
3. _____

Key words or phrases you must address (e.g., “describe,” “explain,” “impact”):

SECTION 2: Core Story & Angle

What single experience or theme will you focus on?

(Choose ONE main story to avoid being too broad.)

Why is this experience meaningful to YOU?

What challenge, problem, or gap existed?

Why does this story make you different from other applicants?

SECTION 3: Evidence Builder (Avoid Vague Writing)

Use this section to gather **specific proof** before drafting.

Specific actions you took:

Measurable results (numbers, outcomes, time, scale):

Skills or qualities demonstrated (leadership, resilience, initiative, etc.):

Obstacles you faced and how you overcame them:

 **SECTION 4: Scholarship Alignment**

What does this scholarship organization value most?

How does your story align with their mission or goals?

How will THIS scholarship help you specifically?

(e.g., reduced work hours, tuition support, research opportunities)

Who benefits from this investment beyond you?

 **SECTION 5: Essay Structure Planner**

Use this section to map your essay before writing.

Introduction / Hook

Opening idea or moment:

Background / Context

Essential context the reader must know:

Actions & Impact (Main Section)

What you did + results:

Future Goals

Short-term academic goals:

Long-term career or community impact:

Conclusion

Final message you want the committee to remember:

👉 SECTION 6: Revision & Quality Checklist

Use this checklist before submitting your essay.

- I answered **every part** of the prompt
- My essay focuses on **one clear main story**
- I used **specific details and examples**, not general claims
- My strongest content is in the middle of the essay
- I clearly explained **how the scholarship helps me**
- My goals are **specific and realistic**, not vague
- My tone is confident, not desperate or generic
- Grammar, spelling, and clarity are checked
- Word count is within the required limit
