STUDENT DEVELOPMENT AWARDS – Tips for a Strong Application

1. Address everything requested in the Statement of Application
   a. How attending the opportunity will apply to your role with Campus Rec and/or benefit Campus Rec and PSU
      i. This could include why there is a specific need at CREC to have a student with this training
   b. How attending the opportunity will help you to reach your personal and professional goals
   c. What you hope to gain from this conference – specifically skills/knowledge you expect to acquire
   d. Your knowledge about this professional development opportunity
      i. Explain your understanding of the role this organization plays in the context of the field
      ii. Explain, if relevant, why you are choosing this particular professional development opportunity as opposed to others
   e. Any other information to support your application. Examples:
      i. You are a member of the hosting organization
      ii. You are seeking GA or professional staff positions while at the conference
      iii. You have applied for a scholarship from the hosting organization or other source
      iv. You won an award from the hosting organization that will be given out at the conference
      v. You have been accepted to present at the conference

2. Be detailed and concrete
   a. “I hope to learn new skills” is not enough. Describe what specific skills you want to learn and how you will apply them.
   b. “This will help me reach my goals” is not enough. Describe your goals and how this will help you reach them.
   c. Give specific information that helps you stand out from a generic google search of how to write an application letter.

3. Tell us about any exceptional things you’ve done
   a. Received an exceptional employee pay rate increase? Received an award for your work? Tell us this in your cover letter.

4. Ask your supervisor to review your cover letter, resume and application
   a. This is an excellent opportunity to strengthen your application.
   b. Give your supervisor time to review. At least a week if not more before it is due.
   c. Please note the award committee will contact your supervisor for their feedback prior to making a decision on your application. Let them know before we do.

5. Say “Thank You”
   a. This won’t help you get the award, but will help you in life and work. Send a “thank you” after receiving the award email. Tell your supervisor thank you for supporting my professional development. Tell the award committee about the professional development opportunity when you return. We want to know that we made a good investment. Send a thank you after a job interview too.