

Quick-Start Action Planner

STEPS	TIPS FOR SUCCESSFUL APPLICATION
1	<p><u>Gather application materials early</u> Give yourself plenty of time to complete each step. Application questions must be answered before advancing to next question. Incomplete applications will not be accepted after August 31st, 2022.</p>
2	<p><u>Verification of Enrollment</u> Evidence of enrollment is required from the Program Director for which you are enrolled. You should notify this individual that you are requesting a <u>PDF letter</u> of verification to include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> School official letter head including date <input type="checkbox"/> Comments on applicants professional and/or academic performance <input type="checkbox"/> Confirming the applicant is actively enrolled for semester in an accredited program and making acceptable progress toward completion of degree as evidenced by adherence to their individualized academic curriculum plan <input type="checkbox"/> Applicant has at least 12 credit hours remaining to complete their degree after the date of the award (December 31) <input type="checkbox"/> Name & Signature of Program Director
3	<p><u>Request letters of recommendation early</u> Your application will require 2 <u>PDF letters</u> of recommendation. One of references must be from an educator. Think carefully about who should write these letters and choose people who can speak to your professional and academic performance. Give your recommenders an advance notice so they have time to write the letter and be sure to follow-up if needed.</p>
4	<p><u>Write a powerful essay</u> Think carefully about the question being asked and use this opportunity to tell the selection committee things about you that might not be shown elsewhere in the application. Get help with editing for grammar and spelling but make it your own, the committee wants to hear from you personally.</p> <p>2022 Required Essay Questions (Min word count: 500/ Max: 1,000):</p> <ul style="list-style-type: none"> <input type="checkbox"/> What does digital health literacy mean to you as a future health information professional? <input type="checkbox"/> What lessons can we learn about health information access as a result of COVID-19? <input type="checkbox"/> How were you personally impacted by the pandemic? How will receiving this scholarship contribute to your continued career growth and learning? <input type="checkbox"/> What area of health information are you most interested in learning about and working in? Why? <input type="checkbox"/> Describe your proudest accomplishment that demonstrates your leadership potential. This can be a personal or professional example.
5	<p><u>Review/Update your information:</u> Resume, Bio of yourself, obtain most recent copy of your transcript, and collect school's financial department contact information (email, phone number).</p>
6	<p><u>Meet all application deadlines.</u> Use a calendar or planner, make a schedule, and stick to it. If you miss a deadline, even by just one day, you may not be considered.</p>