



2009-2010 SWE-SCV Scholarship Application Hints for Success

The Santa Clara Valley Section of the Society of Women Engineers (SWE) encourages young women who are interested in engineering to complete the scholarship application as accurately as possible. Over the past years, these suggestions have proven helpful:

1. Read the entire application first. Make sure you understand all the requirements for the application.
2. Make use of **Section III- Additional Information**. Elaborate on your scientific and engineering interests and activities in the extra-curricular activities. Include the year in which you participated in the extra-curricular activities. Also include any offices held. A big plus is a spreadsheet that indicates the activity, your involvement. Don't forget to include your resume.
3. Limit your essay to 700 words or less and answer the essay. We read the essay to get an idea of how motivated and inspired you are to become a successful engineer.
4. Send all materials (application, extra-curricular write-up, resume, two letters of recommendation, unofficial copy of standardized test score(s), essay, short answers, and official transcript) early enough so that all are postmarked by **Monday, April 26, 2010**.
5. Make a photocopy of your entire application for future reference.
6. If there is a possible delay in sending your official transcript before the deadline, you may send us an unofficial copy. However, an official transcript must be received by our committee before a scholarship can be awarded.
7. Two letters of recommendation must be received by SWE-SCV. We prefer that the letters of recommendations be sent with the completed application package. However, if that is not possible, we suggest that you verify with your references that they have sent your letter references before the **Monday, April 26, 2010** postmarked deadline. At least one letter of recommendation must be written by your math, science or engineering teacher.
8. Please **DO NOT** send certified, registered, or overnight mail.
9. Remember, you must choose an engineering or computer science program at a school approved by the Accreditation Board of Engineering and Technology (ABET), and must plan to attend such a school full-time in the fall next year.
10. Mail complete application to:

**Society of Women Engineers Scholarships
Santa Clara Valley Section
PO Box 61333
Sunnyvale, CA 94088-1333**