

AWEC LEARNING EXPERIENCE: APPLICATION CHECKLIST



Application Checklist

- Familiarize yourself with the program you are applying for
 - Review their website
 - Review their social media
 - Speak directly with an alumna
- Ensure that you meet the application criteria
- Review the application questions as early as possible
 - Gather materials that will help you answer questions
 - Prior applications (to this program or similar ones)
 - Financial records
 - Customer data
 - Business goals/Key performance metrics
 - Materials you've used for pitches
 - Marketing collateral
 - Identify questions that are new or challenging and start to brainstorm points to include in your response
- Block time in your calendar to work on your application
 - Time to read the application when it opens
 - Time to write a first draft
 - Time to proofread or ask a friend for feedback
 - Time to edit
 - Time to submit
- After preparing your application, ask yourself:
 - Does this accurately represent who I am as a person and a business leader?
 - Did I fully answer each question?
 - Did I answer the question being asked?
 - Are all of my numbers correct?
 - Are there any glaring typos to correct?
 - Did I provide a unique answer to each question?
 - Am I proud to submit this application?