

ESSAY CHECKLIST



Brainstorming

- ☐ Have you identified a topic that reflects a personal story or perspective?
- ☐ Does your topic show growth, self-reflection, or a unique aspect of who you are?
- ☐ Did you avoid clichés like volunteering trips or sports wins and focus on what will make your story personal?

Essay Structure

- ☐ **Introduction:** Does your opening paragraph grab attention and introduce the central theme?
- ☐ **Body:** Are your paragraphs clear, cohesive, and do they expand on your main idea?
- ☐ **Conclusion:** Does the ending wrap up your story and reflect on the significance of your essay?

Voice & Style

- ☐ Is your essay written in your authentic voice?
- ☐ Are you showing, not telling, your experiences?
- ☐ Does the essay sound conversational yet professional?

Editing & Proofreading

- ☐ Have you removed any redundant or irrelevant information?
- ☐ Are there clear transitions between paragraphs?
- ☐ Have you checked for grammar and spelling errors?
- ☐ Did you have at least two people review your essay?

Final Review

- ☐ Does your essay answer the prompt directly?
- ☐ Is it within the word count limit?
- ☐ Does it reflect who you are and what you can bring to a college community?
- ☐ Does it pass the “no one else could have written this” test? Is it chock full of personal details and specificity that help set you apart from others?



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