

**IT Help Desk Apprenticeship  
Admissions Essay Requirement**



**As a condition of your enrollment into the IT Help Desk Apprenticeship program, candidates are required to submit an essay for final consideration. The essay:**

- A. Must be a minimum of one full page (approx 750 words) and not to exceed a maximum of two pages (1,000 words)**
- B. Essays not meeting the minimum or exceeding the maximum page numbers (words) will not be considered and enrollment cancelled**
- C. Must be single-spaced**
- D. Must be 12 point font**
- E. Must be on 8 x 11 paper**
- F. Must be paper-clipped together, please no staples**

**All candidates to Urban Ed’s apprenticeship program must respond to the two questions below within the requirements listed above.**

**1. In your own words, with reference to your personal, academic, and professional background, why have you chosen to pursue occupational studies in the field of Information Technology at Urban Ed, Inc.?**

**2. Why should Urban Ed invest in you? What sets you apart from others to whom we could invest the \$14,420 tuition in furthering their education?**

### **Tips for writing entrance essays:**

The enrollment essay portion of your application can mean the difference between keeping your enrollment or losing it. How you write your essay shows the Urban Ed enrollment committee why you are different from everybody else. It provides information about you that test scores, grades, and other written documents just cannot.

In writing the essay you must bear in mind two simple goals: to persuade the enrollment team that you are extremely worthy of admission and to make the enrollment team aware that you are more than a GPA or your past but, that you are a real-life, intriguing personality.

Unfortunately, there is no surefire step-by-step method to writing a good essay. However, here are some tips that you may find useful while writing your enrollment essay.

**Answer the Question.** You can follow the next 12 steps, but if you miss the question, you will not be admitted to any program.

**Be Original.** Even seemingly boring essay topics can sound interesting if creatively approached. If writing about a rap competition you trained for, do not start your essay: "I worked long hours for many weeks to train for XXX competition." Consider an opening like, "Every morning I awoke at 5:00 to sweat, tears, and blood as I sang and practice hoping to bring the state trophy to my hometown."

**Be Yourself.** Enrollment team members want to learn about you and your writing ability. Write about what is meaningful to you and describe your feelings, and your actions. If you do this, your essay will be unique. Don't write about things that you have little personal experience with and just heard about from someone else.

**Don't "Thesaurize" your Composition.** Students continue to think big words make good essays. Big words are fine, but only if they are used in the appropriate contexts with complex styles. Think Hemingway.

**Use Imagery and Clear, Vivid Prose.** The enrollment essay lends itself to imagery since the entire essay requires your experiences as supporting details. Appeal to the enrollment team members.

Spend the Most Time on your Introduction. Expect the enrollment committee to spend 1-2 minutes reading your essay. You must use your introduction to grab their interest from the beginning. You might even consider completely changing your introduction after writing your body paragraphs.

Don't Summarize in your Introduction. Ask yourself why a reader would want to read your entire essay after reading your introduction. If you summarize, the enrollment committee need not read the rest of your essay.

Create Mystery or Intrigue in your Introduction. It is not necessary or recommended that your first sentence give away the subject matter. Raise questions in the minds of the enrollment committee to force them to read on. Appeal to their emotions to make them relate to your subject matter.

**Body Paragraphs Must Relate to Introduction.** Your introduction can be original, but cannot be silly. The paragraphs that follow must relate to your introduction.

**Use Transition.** Candidates should make sure their essay flows. You must use transition within paragraphs and especially between paragraphs to preserve the logical flow of your essay. Transition is not limited to phrases like as a result, in addition, while . . . , since . . . , etc. but includes repeating key words and progressing the idea. Transition provides the intellectual architecture to building your point.

**Conclusions are Crucial.** The conclusion is your last chance to persuade the reader or impress upon them your qualifications and why you. In the conclusion, avoid summary since the essay is short to begin with; the reader should not need to be reminded of what you wrote 700 words before.

**Do Something Else.** Spend a day or so away from your draft to decide if you still consider your responses and approach worthwhile.

**Give your Draft to Others.** Ask someone else to read your essay with these questions in mind:

- ✓ What is the essay about?
- ✓ Did I answer the questions?
- ✓ Does it make sense?
- ✓ Have I used active voice verbs wherever possible?
- ✓ Do I use transition appropriately?
- ✓ Do I use imagery often and does this make the essay clearer and more vivid?
- ✓ What's the best part of the essay?
- ✓ What about the essay is memorable?
- ✓ What's the worst part of the essay?
- ✓ What parts of the essay need elaboration or are unclear?
- ✓ What parts of the essay do not support your main point or are immaterial to your case?
- ✓ Is every single sentence crucial to the essay? This MUST be the case.
- ✓ What does the essay reveal about your personality?
- ✓ Could anyone else have written this essay?
- ✓ How would you fill in the following blank based on the essay: "I want to accept you to this program because Urban Ed needs more \_\_\_\_\_."

**Revise, Revise, Revise.** You are only allowed so many words; use them wisely. If great scholars couldn't write a good essay without revision, neither will you. Delete anything in the essay that does not relate to your main point. Do you use transition? Are your introduction and conclusions more than summaries? Did you find every single grammatical error?

Editing takes time. Consider reordering your supporting details, delete irrelevant sections, and make clear the broader implications of your experiences. Allow your more important points to come to the foreground. Take points that might only be implicit and make them explicit.