



THE FOUR-GATE COLLEGE ESSAY CHECKLIST FOR STUDENTS

GATE 1 — VOICE & PURPOSE

Goal: a personal statement that sounds like one person thinking aloud with care.

- My essay shares who I am and what I care about.
- The introduction sets a clear point and a one-line thesis statement.
- I picked specific examples that show judgment, not slogans.
- The middle carries the story and the analysis, not summary.
- Each paragraph advances one idea that serves the thesis.
- My perspective stays mine rather than echoing recommendation letters.
- I can name the important part of my life this piece reveals.
- I wrote it for an admissions officer with limited time and sharp focus.

Note: _____



GATE 2 — EVIDENCE & SHAPE

Goal: details that hold weight and a form the reader can follow.

- I answered the full essay prompt.

Prompt: _____

My answer, part by part: _____

- A short outline exists before the draft.
- Specific examples sit beside reflection that explains cause and effect.
- I describe concrete actions, not traits. I explain what changed.
- The word count sits near the word limit without spilling over.
- Every sentence earns space on the page. Fluff is gone.
- If multiple pieces are required, the portfolio shows range across qualities, courses, and roles.

Note: _____

GATE 3 — FIT & ACCURACY

Goal: precision about colleges, programs, and the whole application process.

- I checked every school name, center, course, and program reference.
- If I reused an essay, all college references match the target university.
- The piece shows how I would contribute rather than only praise.
- My file hangs together: personal statement, supplements, short answers, and test scores form one picture for the admissions committee.
- No repeated stories across pieces. New angle, new examples, new details.
- Any mention of a writing center, lab, or education resource connects to how I will access it and use it.

Note: _____



EssayWriter



GATE 4 — POLISH & SUBMISSION

Goal: a clean final draft that stands up to careful reading.

- Style stays consistent: tense, contractions, acronyms.
- Grammar is clean. I read the paper aloud and fixed rough spots.
- Punctuation supports meaning. Awkward glue words are trimmed.
- Formatting meets the portal's rules.
- Two outside readers gave feedback:
 - Reader who knows me well: _____
 - Reader who knows writing well: _____
- I revised with their strongest notes while keeping my voice.
- File name is clear. Upload completed without errors.

Note: _____



EssayWriter