

SCHOLARSHIP RESUME

- STEP #1 Brainstorm relevant data in each of the following categories. Go back as far as Grade 8 (inclusive). At this point don't worry about the order of the data and don't pre-judge relevancy. After each listing, put the dates in brackets ie. (1996/97)
- Academic achievements – include all awards, Honour Roll standings, grade point average (if high), Math competitions, Science Fair, etc. Include placements in all gifted/Honours/Advanced Placement courses.
 - Athletic achievements – include all awards, team membership, organizing of events, helping with events in both school and community. Include solo athletic activities such as swimming, running, etc.
 - Achievements in Visual and Performing Arts – include all involvement in drama, music, dance, art, etc.
 - Community involvement – include membership in community groups, church groups, etc.
 - Seminars/Conferences attended – Videa, Model Summits, Red Cross training, Shad Valley, Leadership conferences, etc.
 - Skills – Typing, Languages, Computer, etc.
 - Interests – specify your hobbies
 - Work Experience – paid work experience
 - Career Plans
- STEP #2 Order the data in each category. In each case begin with the most recent item.
- Academic achievements – if more than one achievement in a given year, list the most important first and you may want to use a bold font. If some achievements span several years (ie. Honour Roll standing 1994-96), put the longest term achievements that are still current, first.
 - Athletic achievements – group by sport or activity. Within each grouping, begin with the most recent achievement or activity.
 - Achievements in the Visual and Performing Arts – group by category (ie. Dance, Music, Drama). Within each groupings, begin with the most recent achievement or activity.
 - School involvement – group by activity. Within each grouping, begin with the most recent.
 - Community involvement – ditto as above.
 - Seminars/Conferences – begin with the most recent.
 - Work Experience – begin with the most recent.
- STEP #3 Eliminate data that falls into the “padding” category.
- R.R. #1 (Resume Rule #1)
NEVER include anything in your scholarship resume that you would not be prepared to discuss intelligently at an interview. See I.R. #1
 - I.R. #1 (Interview Rule #1)
Interview questions are generally based on the information in your resume. People conducting interviews will always ask you a question about the one activity/achievement that you faked on your resume.
- STEP #4 Format your resume and print.
- R.R. #2 (Resume Rule #2)
Pretty resumes beat UGLY resumes hands down!!!
Use a good quality printer and pay attention to margins on all 4 sides.
Consider buying sheets of good quality paper from one of the office supply stores.
(No wild colors). This paper can be used in our school's photocopier.