

GUIDE TO WRITING YOUR SCHOLARSHIP RESUME

A neat, well-written resume could assist you in your search for scholarship funds. Many scholarships require students to include a scholarship resume that outlines their personal accomplishments. You could also refer to your scholarship resume when completing the forms and essays necessary to apply for scholarships. Even if you do not have tons of experience, you can still put together a solid resume using the tips below.

1. KEEP YOUR SCHOLARSHIP RESUME RELEVANT

Your resume is meant to introduce you and your background to a scholarship committee who has never met you. Stress the things that are most positive about you.

2. LIMIT YOUR RESUME TO ONE PAGE

Use a font that is easy to read. The font size should be between 10 and 12; your headings may be larger. Ideally, margins should be one inch.

3. BE SPECIFIC AND TRUTHFUL

Be complete, descriptive, and specific without being too lengthy. Always be truthful and accurate without exaggeration.

4. ACCURACY IS IMPORTANT

Make sure your resume is organized and very neat. It should be free of any spelling or grammatical errors. Have an instructor, classmate, or supervisor proofread and critique your resume.

5. ALWAYS USE ACTION WORDS

Avoid passive or weak phrases.

6. OMIT ALL PERSONAL PRONOUNS

Examples include "I" and "we."

7. BE CONSISTENT

Consistent punctuation, verb tense, dates, and spacing gives your resume a neat, organized appearance.

8. USE BULLETS TO LIST YOUR ACHIEVEMENTS

Bullets help draw the reader's eye down the page and convey that your resume is organized and concise. Begin each bullet with an action verb.

9. PERSONAL INFORMATION IS IRRELEVANT

This includes religious affiliation, sexual orientation, gender, marital status, and age.



10. ORGANIZE YOUR RESUME

You can organize your resume in many different ways, but the following order works well. Use it as a guide to help you get started:

- Resume header: Type your name, address, phone number, and email address at the top of your resume.
- Career goals: In a couple of sentences, discuss your career goals. Keep this section concise, but include enough detail to show your reader that you have a plan for your future.
- Work experience: Beginning with your current or most recent job, list your work experience. Include both part-time and full-time employment, if applicable.
- Education: List your high school and any college courses you have completed and/or degrees conferred. Include your cumulative GPA only if it is 3.0 or above.
- Honors and awards: List any honors and/or awards you have received.
- Honors courses: Mention any honors courses you have completed or if you are taking courses beyond the standard course load.
- Courses attended: Record any seminars or training courses attended (e.g., Red Cross training)
- Languages: List your language skills.
- Computer experience: List any and all experience you have with computers, using the actual names of the programs you are familiar with (Microsoft Word, Excel, PowerPoint, etc.).
- Memberships: List any affiliations, memberships, and/or associations you belong to including any leadership roles. Include any school-sponsored clubs and/or honor societies.
- Community involvement: List any volunteer work or community activities.
- Enrichment activities: List any enrichment programs, travel programs, and/or hobbies that have expanded your educational experience.
- Athletic achievements: Include any athletic achievements or memberships.
- Visual and performing arts: List any achievements in the visual and performing arts.

Kaplan Higher Education cannot guarantee that students will be eligible to receive any Kaplan Higher Education or outside scholarships. It is the student's responsibility to carefully review the requirements for any scholarships of interest.

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Amy Appleton

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EDUCATION

Lincoln High School (anticipated graduation- May 2014)
Intended College Major- International Business and Communications
Current GPA- 3.5

EXTRA-CURRICULAR ACTIVITIES

- Lincoln Singers Show Choir
- Business People of America
- Varsity Women's Club
- Youth Group
- Cross Country Team
- Track Team
- Fellowship of Christian Athletes
- Varsity Cheer Team Captain
- Peer Mediator
- Green Awareness Club

VOLUNTEER WORK

- Animal Shelter
- Community Cleanup Coordinator
- Mission Trip
- Nursery Volunteer
- Habitat for Humanity
- Hospital Youth Volunteers

WORK EXPERIENCE

YMCA Cheer Team, Head Coach

- Proposed cheer team idea to YMCA Director and started the program
- Organize the program, schedule and host competitions, market program, recruit new members, and coach cheerleaders

Appleton's Babysitting

- Worked an average of 20 hours per week every summer, babysitting children between the ages of 2 and 8 years old.

HONORS & AWARDS

- National Honor Society
- Honor Roll
- All-State Voice Competition- 1st Place
- Middle TN Rotary Speech Competition Winner
- Miss Davidson County
- AAU Cheer Championship- 1st Place Team
- "Mental Attitude" Award- Varsity Cheer Team
- "All-Conference" Track (2 years)
- High Jump Regional Champion (track)

Lacy Smith

MLK High School

Contact: 555-555-8972
Sample@gmail.com

Class Rank: 12 out of 302

GPA: 3.92

School Activities

- Academic Team, Captain
 - Coordinate practices, facilitate host competitions, up keep administration, and participate in competitions
 - Led team to win regional championships
- Chess Club, Assistant Captain
 - Support captain in planning events and practices, up keeping administration, and strategically developing a competitive club
- Band, 1st Chair Clarinet
 - Auditioned to become the leading clarinet player in my high school band
- Peer Mentor Club, Founder
 - Provide academic support & guidance for peers during study hall, including discussions on high school academic planning, support for improving academic record, and researching college prospects.
- Young Medical Professionals Club
 - Club member of aspiring medical professionals who discuss future goals and strategically plan the best ways to reach them

Volunteer Work

- Clean Water Awareness Project, Founder
 - Raising awareness amongst my peers of the devastating lack of clean water in developing countries, and the steps we can take to make a difference
- Founder of Peer Tutoring Network, Founder
 - Established nonprofit organization that utilizes my high school peers' academic strengths to tutor and mentor struggling, low-income elementary and middle school students.

Honors & Awards

- Intel ISEF Best of Category Award
- Siemens Competition Regional Finalist
- Google Science Fair Finalist
- County Science Fair Champion
- Student Character Award
- National Honor Society
- High Honor Roll
- National Society of High School Scholar

Spencer Snyder

South Grove High School
E-mail: Sample@gmail.com
Phone: 555-555-2193
GPA- 3.3

Extra-Curricular Activities

- | | | |
|----------------------|-----------------|---------|
| • Football | Team Captain | 4 years |
| • Basketball | Starting Player | 4 years |
| • Baseball | Pitcher | 2 years |
| • FCA | Member | 4 years |
| • Varsity Men's Club | Member | 3 years |

Volunteer Work

- | | |
|-------------------------------|--------------------------|
| • Youth Football League | • Neighborhood Cleanup |
| • YMCA Summer Basketball Camp | • Coordinator |
| • Little Rock Humane Society | • Relay for Life |
| • Boys & Girls Club | • Youth Mentor |
| • Youth Hospital Volunteers | • Soup Kitchen Volunteer |

Work Experience

- Pizza Hut, Assistant Manager
 - Began as cook- after 2 years was promoted to assistant manager for the evening shift
- Farm Worker
 - Worked 20-30 hours per week every summer in local farmers' fields, turning watermelon vines and picking cantaloupe- Progressed to be a group coordinator- managing teams of workers and coordinating assignments

Honors & Awards

- 4X Varsity Football Letter Winner
- 3X Varsity Basketball Letter Winner
- 1X Varsity Baseball Letter Winner
- State Championship Winning Football Team Member 2012
- "Most Valuable Player" Football Award
- Athletes with Character Honoree
- Conference Championship Winning Basketball Team Member 2011
- YMCA Youth Service Award
- 4X Employee of the Month, Pizza Hut

Writing Resumes for Scholarship/Admission Applications

This information will get you started.
Produce a draft, and then get an advisor's help.

What is a Resume?

A resume is a data sheet that markets your credentials. It outlines your skills and qualifications and prompts potential employers to talk to you further about the opportunities they offer. A resume gets you in the door, but it doesn't get you the job. You'll get a job offer as a result of successful interviews.

Create a Master List

The first step is to recall and list every experience you can think of including volunteer/community service, internships, paid jobs, and major research projects. You should also list campus activities, student organizations, and all of your educational experiences. Don't worry about the format yet. This master list will provide you with all the information you need to create your resume and cover letter and prepare for interviewing.

Elaborate On Your List

Next, write descriptions of the items on your list. Include information about your specific responsibilities, skills used, and outcomes you obtained. Use action verbs in your descriptions ([see the Action Verb list](#) below). Remember to tailor the descriptions to the types of jobs and employers you're targeting. Think about the skills you used in each of your positions that will be of interest to potential employers. You're trying to convince an employer that your skills transfer to the type of position for which you're applying.

Organize Your Resume

After you have written descriptions for your positions, you'll need to decide how to organize your experiences, and what to include in the resume. You do not need to include every experience in your list. Be strategic. Focus on those experiences that will be of most interest to your prospective employer.

There are a few sections that are common to most resumes:

CONTACT INFORMATION

It's a good idea to include both your current school address and a permanent address. Be sure that your phone numbers are correct, and always include an email address. You only need to list one email address, but be sure you check it frequently. If you use an email address other than your Oberlin one, be sure to use a professional sounding address. Do not include your social security number or date of birth.

OBJECTIVE

This is optional. If you choose to include one, make it a concise declaration of the position you seek in a specified area, department, or industry i.e. a summer internship in a public relations firm. You will elaborate on this more fully in your cover letter, so if you can better use the space on your resume

to list relevant experiences and skills, skip the objective.

EDUCATION

This section gives details about your college, degree, graduation date, and majors. An overall GPA and a Major GPA are optional. Typically, include your GPA if it is 3.0 or higher and add your Major GPA if it is higher than your overall GPA. Include study abroad or additional educational institutions if appropriate. Generally, you will not include high school, unless your high school is well known or is relevant to the employer (it is assumed you graduated from high school to get into college).

EXPERIENCE

This is the main part of your resume. Use the descriptions you wrote while compiling your list, being sure to begin them with action verbs. Strive to be concise. You should not use full sentences or try to write eloquent prose. Illustrate descriptions with specifics about numbers, outcomes, and goals you met. Omit all personal pronouns.

Try not to be redundant with your job title. For example, if you were a staff writer for The Review, don't just say you "wrote articles for The Review". That is implied by your title. Instead try to indicate how many articles, about what, whether you conducted interviews, etc.

Write the description of your experiences either using bullets or in a paragraph style. Again, make sure it is easy to read. Bulleted statements can contain more than one sentence and be more than one line if needed. Don't use bullets if you choose a paragraph style. Other sections will depend upon your background and what will be of interest to the prospective employer. You may include some of the following:

SKILLS

List your computer, language, and other relevant skills.

ACTIVITIES/LEADERSHIP/EXTRACURRICULAR ACTIVITIES

If not already included in the Experience section, use this section to describe activities you've participated in, especially if you played a leadership role. This section is especially useful for students and recent grads who do not yet have a great deal of work experience.

PUBLICATIONS/PRESENTATIONS

Particularly useful for academic resumes, this section allows you to elaborate on relevant academic work you've done.

FIELDS OF INTEREST (major/minor; or possible fields of interest)

VOLUNTEER ACTIVITIES

AWARDS

Format Your Resume

After you have determined what information you would like to include in your resume, you must choose a format in which to present it.

Most students and recent grads use some variation of a chronological format where experiences are listed in reverse chronological order (most recent first). You can list either your employer or your job title first – typically you will start with whichever is stronger and be consistent.

You should emphasize experiences that are relevant to your objective or experiences that demonstrate specific transferable skills that would be needed. If these relevant experiences are not necessarily your most recent or are volunteer or extracurricular, you can still feature them first by using a Relevant Experience section. Give a good amount of detail and be specific in your descriptions. Other experiences can be listed under an Additional Experience section with much less description.

Other formatting options include functional and combination resumes. In these types of resumes you describe experiences under specific skill headings (see sample below).

Length:

Your resume should be one page long. Two-page resumes are acceptable only under certain circumstances. Remember that employers spend very little time scanning your resume. Good information on the second page might never be seen. It's best to keep the resume succinct and leave out unrelated experience. If you must use a two-page resume, make sure your name is at the top of the second page.

Appearance:

There are many creative ways to design a resume. You want it to be easy to read, so have a good balance of text and white space. Don't try to be too creative. Stick to something that can be read quickly and easily.

Margins:

One-inch is standard, but you can use slightly smaller margins if needed. Make sure your resume is centered on the page.

Font Size/Style:

An 11-inch font size is standard. Times and Times New Roman are two professional looking styles. Use only one font style in your resume.

Finalize a Draft

Print your resume on the same paper you will use for your cover letters. Do not use standard photocopy paper. Choose a conservative color: white, ivory, off-white, light gray or eggshell.

Proofread, proofread, and proofread! Even if you use spell-check and grammar-check, proofread carefully and have your resume critiqued by at least one other person. The best way to proof your resume is to read it out loud to another person who has a copy of it.

If your resume is for a specialized or technical field (science, theater or computer science for example), be sure to have a faculty member in your department look it over.

Action Verbs To Use When Describing Work Experiences:

accumulated	enhanced	performed
adapted	established	persuaded
administered	estimated	planned
advised	evaluated	prepared
analyzed	examined	presented
appraised	facilitated	prioritized
approved	financed	produced
assembled	founded	programmed
audited	generated	promoted
authored	governed	proposed
broadcast	guided	proved
budgeted	heightened	provided
built	identified	publicized
calculated	illustrated	published
catalogued	implemented	purchased
clarified	increased	questioned
communicated	inspected	recommended
compared	installed	reduced
compiled	integrated	regulated
composed	interpreted	reorganized
computed	interviewed	researched
conducted	introduced	reviewed
constructed	invented	rewrote
consulted	investigated	scheduled
controlled	launched	screened
coordinated	lectured	served
correlated	maintained	simplified
corresponded	managed	solved
created	marketed	strengthened
delegated	mastered	succeeded
demonstrated	measured	supervised
derived	mediated	systematized
designed	modeled	taught
developed	moderated	traded
devised	monitored	trained
directed	motivated	translated
discovered	negotiated	upgraded
earned	organized	verified
eliminated	originated	wrote

Sample resume for college visits or college/scholarship applications; this is an example; include information that highlights YOUR STRENGTHS! This is only one format. You may find several example templates you may choose from.

Name
Address
Phone #
Email – if Available

College Major/ Career Goal:
(include this only if you have one)

G.P.A.: *(only if 3.0+)*
ACT: *(if top 25%)*
SAT: *(if top 25%)*

Education

Rogers Senior High School Rogers, Arkansas
Graduation date: May 2008
Weighted GPA:
AP courses taken:
College courses taken:

Honors and Awards

- National Merit Semi-Finalist, (11)
- Lamp of Learning Academic Achievement Award (9, 10, 11)
- Missouri All State Choir, (10, 11)

High School Activities

- Pioneer Yearbook Staff (10, 11, 12)
-Editor in Chief (12)
- KHS Swim Team (10, 11, 12)
-Varsity Team Captain (12)
- KHS Choir (9, 10, 11, 12)
- Spanish Club (9, 10, 11)

Community/Volunteer Activities

- Meals on Wheels Volunteer (Summers, 2003-Present)
- Deliver 3-5 meals to senior citizens every Saturday throughout the year.
- Church Youth Group (9, 10, 11, 12)
- Coordinated over 100 youth members for a 2-week mission trip.

Awards

National Merit Finalist
Who's Who Among American High School Students
Chamber of Commerce
Rotary Youth Leadership

Work Experience

- Kirkwood YMCA Summer Gymnastics Camp Instructor (2003-Present)
- 20 hours per week during the school year and 45 hours per week in the summer.

- Kirkwood Library (2000-02)
 - Approximately 10 hours per week during the school year.

Interests

- Diving – Greenbriar Pool Dive Team (6 years)
- Dancing – Ballet, tap, jazz (10 years)

NOTE: Each university/scholarship will provide the information it requires on a resume. ALWAYS use that list and put the information in the same order/format as listed.

This information was shared on the website: www.georgetownisd.org

