

The Scholarship Resume

February 28, 2019

Follow these steps in preparing your resume, * NOTE * Not all of the categories listed below will apply to you, use as needed:

Part One:

Brainstorm relevant data to complete each of the following categories:

Academic Achievements-Include all awards (some may be discarded in the final copy but leave the options there by including everything). Include such things as Honour Roll standing, math or writing competitions, gifted classes, etc. Include your GPS if it is worth boasting.

Athletic Achievements-Include all awards, team, organizing events, participation in solo and team events, MVP awards, etc.

Achievements in Visual and Performing Arts-Music, dance, drama, art: give details such as roles, exhibitions, events, etc.

School Involvement-Membership in Student Council, clubs, interest groups, peer tutoring, school volunteer experiences, etc

Community Involvement (outside school)-Groups, scouting, guiding movement, church groups (choir, teaching Sunday school), interest groups (Sierra), volunteer work (candy strippers)

Conference/Workshops- Date, place, time e.g., Student Council Retreat, course-related workshops e.g., Basketball workshop, theatre workshops etc

Skills- key boarding, languages, inter-personal communication, first aid certification (CPR)

Interests- Anything which makes you an interesting person

Work Experience- most recent first plus a summary of your position and duties

Career Plans- Immediate and long term goals

References-Provide 2 to 3

Part Two

For each category in your resume, ensure that the most recent event/activity appears first under that category

Part Three

- Eliminate data that falls into the “padding” category
- Do not include anything in your scholarship resume that you would not be prepared to discuss intelligently at an interview
- Interview questions are generally based on the information that you have included in your resume. Be prepared to discuss anything you have included.

Part Four

- Format the resume
- Get someone to proof read
- Submit the resume on time

Good Luck!

Claire Smith

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Education

Ballenas Secondary School, Parksville, BC 2011-Present
Grade 12 Student

Academic Achievements

Honour Roll 2012-Present
School Service Award 2012-2014
Top Band Student 2011-2014
Pascal Medal for High Achievement in the Pascal Mathematics 2012

School Involvement

Clubs

Grad Committee 2014-Present
Member of ENITY (Educating New Ideas Towards Youth) 2012-Present

Visual & Performing Arts

Member of the School Band 2011-Present
Member of the Jazz Band 2011Present
Visual Arts-drawing, poetry, design, photography 2011-2014

Athletics

Team Captain, Basketball Team 2014-Present
Member of Girls' Soccer 2011-Present

Community Volunteer Activities

Public Library-Reading Buddies Program 2011
Canadian Breast Cancer Foundation-volunteer for the Run for the Cure 2011

Conferences and Workshops Attended

BC Student Leadership Conference, Victoria, BC	2013
Vancouver Island CARS (Counter Attack & Road Sense) Conference	2012
“Homophobia in Schools” Social Justice Conference	2011

Work Experience

McDonald’s Restaurant, Parksville, BC 2013-Present

Drive-Thru Attendant

- ⊗ Take customers orders and accurately relay information to kitchen
- ⊗ Package and ensure accuracy of order
- ⊗ Accept cash/debit payments on a computerized system
- ⊗ Assist with inventory counting and reordering
- ⊗ Maintain a clean and organized work area
- ⊗ Resolve any customer concerns and ensure a pleasant experience

Starbucks, Parksville, BC 2014

Barista

- ⊗ Prepared and served a variety of hot drinks in this busy coffee café
- ⊗ Reconciled cash at end of shift
- ⊗ Ensured customers were served quickly and had a pleasant experience

Skills & Special Training

Food Safe Level 1 Certificate
Level 1 First Aid
Experience with Microsoft Word, PowerPoint, & Excel
Type 50 words per minute
Excellent inter-personal communication skills
Quick Learner and hard worker

Interests

Hiking, Kayaking, Reading, Scrapbooking

References

Mr. John Wall, teacher Ballenas High School	250.248-5721 x1234
Mrs. Jane Alexander, employer, McDonald’s Restaurant	250.555.2242