The Resume Guide
Curriculum Vitae/Scholarship Resume

Writing a scholarship resume is a skill you will have to develop. An employment resume does not give the same information as a curriculum vitae. Do not use your employment resume when applying for scholarships.Follow these four steps when preparing your curriculum vitae:

I. Brainstorm relevant and truthful information to complete each of the following categories:

• **Academic Achievements** - Examples include: honour roll standing, math or writing competitions,honours/challenge classes, awards, career preparation courses, etc. You may discard some in the final draft but keep your options open by including everything.

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

• **Achievements in Visual and Performing Ar**ts - Music, dance, drama, art (give details such as roles, exhibitions, events)

• **School Involvement** - Membership in leadership, on students' council, clubs, interest groups, peer tutoring, peer counselling, school volunteer experiences, graduation committee, etc.

• **Community Involvement** - List groups or clubs you are involved with outside of school. These might include: Scouts, Girl Guides, cadets, church groups, choirs, bands, interest groups (Sierra), volunteer work and type ofvolunteer work.

• **Seminars/Conferences/Workshops** - Date, event, place. Example: (2002) Healthy Schools Conference, Victoria. Include things like basketball workshops, theatre workshops, leadership retreats, crisis training, etc.

• **Skills** - keyboarding, languages, interpersonal communication, first aid certificates, CPR, lifeguard, flight training, etc.

• **Interests** - Anything which contributes to you being an interesting person.• Work experiences and employment - Starting at the most recent, list the year, name, phone number of employer and a very brief summary of your position and duties.

• **Career Plans** - Immediate and long term goals.Use a separate page for each heading. Do not worry about the order of your data or prejudge the relevancy. Go back as far as grade 10.

II. Order the data in each category.Put the dates for each listing in parentheses (2002-03).

• **Academic Achievements** - Start with the most recent. If there is more than one achievement in a given year, list the most significant one first. If some achievements span several years (e.g. Honour Roll standing 2000-02), put the longest term achievements first. Remember that achievements that are most current go at the beginning.

• **Athletic Achievements** - Group by sport or activity. Within each grouping, begin with the most recent achievement or activity.

• **Achievements in Visual and Performing Arts** - Group by category (dance, music, drama, sculpture, photography) and within each grouping, begin with the most recent achievement or activity.• School Involvement - Group by activity and within each activity. Begin with the most recent involvement.

• **Community Involvement** - Group by activity. Within each activity, begin with the most recent involvement. • Seminars/Conferences/Workshops - Begin with the most recent.• Work experiences and employment - Begin with the most recent.

III. Editing

• Eliminate data that falls into the "padding" or "exaggeration" category.

• Be concise.

• Do not include any negative information or weaknesses.

• Interview questions are based on the information that you have included. Be prepared to discuss anything you have written about.IV. Formatting

• Keep it to one page, if possible.

• Use bullets, underlining, bold fonts, capitals and italics to highlight significant information. However, if this is to be an electronic resume, do not use fancy fonts, underlining, italics, etc.

• Be sure there is enough white space throughout.

• Use a laser printer if at all possible (career centre, library).

• SPELL CHECK and PROOF READ more than once!

• Have someone else proof read your work.

• Use good quality, white or neutral coloured paper.

• Do not use more than 2 different fonts and use size 12 for main text. Submit your application, with all the requested documents, on time.

Good luck . Ask for help if you need it!