

[Creating a Scholarship Resume or Curriculum Vitae Guideline](#)

This is to introduce how to write a resume to apply for a scholarship. The scholarship resume is to help you to organize your information about yourself so that you can be clear about which scholarships or awards are most appropriate for you to apply for. Also, it provides important information to those people you are asking to write references for you.

The good resume should include the following categories:

1. Personal Information
2. Objective and/ or Career Goals/ Career Plans
 - Discuss your intended career goals
 - Provide enough detail to show your plan
3. Education/ Academic Achievements
 - Include all grades or percentages, awards, Honor/ Effort roll standing, grade point average, etc.
 - Record any competitions entered, science fairs, etc.
4. Skills/ Talents/ Skills/ Personal Attributes/ Interests
 - This category can be broken down into separate areas if need be
 - Include computer skills and positive attributes
5. Volunteer Experience / Activities/ Athletic Achievements/ School Involvement/ Community Involvement
 - Include all awards, team memberships, organizing of or helping with events (both in school and the community)
 - Include solo athletic activities such as running, swimming, equestrian, etc.
 - List all school volunteer experience (give some explanation)

References:

<http://www.cfkeep.org/html/snapshot.php?id=22371226>

http://belmont.sd62.bc.ca/Counselling_Dept/resume_outline.htm

- Include membership in any school-based clubs or committees
- Include membership in community groups, church groups, etc. (volunteer firefighter, United Way Youth Committee, canvassing for various charitable groups, etc.)
- Any volunteer work in which you have been involved (summer day camps)

6. Languages

- Include languages spoken

7. Work Experience

- Paid work experience from summer or continuing jobs

8. Scholarships/ Awards/ Achievements in the Visual and Performing Arts/ Seminars/Conferences

Attended

- Mention any academic awards won, and any classes taken outside of school hours (i.e.: Camosun College, French Summer Language Bursary Program)
- Record all involvement in drama, music, band, choir, art, etc.
- Include all competitions entered and awards won
- Record anything attended in or out of town (Red Cross Training, Food Safe, ICBC conferences)

9. References

Notes: Relevant data in each of the categories as mentioned above, you do not include activities/ awards from your elementary school years unless to show longevity of involvement. In addition, you should list chronologically beginning with most recent and proceeding back in time. Also, you have to make it pleasing to the eye with arranging margins and spacing. Lastly, please omit any of the above categories in which you have little or no experience.

References:

<http://www.cfkeep.org/html/snapshot.php?id=22371226>

http://belmont.sd62.bc.ca/Counselling_Dept/resume_outline.htm