

## Scholarship 12 Resume

The 10 qualities that most scholarship committees look for are: **enthusiasm, teamwork, character, hard work, and purpose, ability to overcome obstacles, enthusiastic, community service, perseverance and responsibility.**

### Resume

You can use Microsoft Word: Select:>File>New>Resume

Keep your purpose in mind when selecting the style/type of resume to create.

- The Resume should be 1 to 3 pages long (no more)
- Always start with your goal or your educational plans.
- Include the schools you have attended and when.
- Include any academic/school awards.
- Include any clubs, activities, teams etc. you have belonged to.
- Include your community involvement.
- Include any work experience, jobs etc. you have had. (notice this doesn't come at the front like a work resume)
- List any other area of interest, skills, and achievements.
- List the 3 people you will ask for letter of reference including their address and phone number.
- Spend time to produce a good scholarship resume which can be updated and form the basis for many award applications.
- Proof read it yourself and have someone else check it. You can use special paper.
- Always start with the most recent activities, dates, etc. and work backwards. Usually going back to grade 9 is sufficient.
- Be consistent but attractive in your style.

Letters of reference- usually two or three.

- Select your referees carefully, e.g. a teacher of the subject area you are most interested in pursuing or one you have a really good connection with, your counsellor, a coach, an administrator, a community person with whom you have worked or volunteered, your employer.
- Always ask them personally, give them a copy of your resume (even if it is only a draft copy) and allow them a week to write it.
- If you use a community person always ask for their permission to photocopy it to use for several scholarships applications.

# JOHNATHAN SMITH

1234 Alberni Street  
Port Alberni, B.C., V9Y 1T3  
Phone: (250) 723-3831; email: name@internet.ca

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## POST-SECONDARY EDUCATIONAL OBJECTIVE

To pursue studies leading towards a Bachelor of Arts degree in psychology at the University of Victoria and eventually work in the public school system.

## EDUCATION

John Howitt Elementary School K-5  
Neil Middle School, Grades 6-8  
Alberni District Secondary School, Graduating June \_\_\_\_\_

## ACADEMIC ACHIEVEMENT

Year

ADSS Honour Roll and principals' Role Grades 9-12  
Passport to Education credit (bursary for Post Secondary Education)  
Top Spanish Student ADSS grade 11  
Top Band Student  
*\*also good spot to list subjects you've taken that apply to your future goals*

## SCHOOL INVOLVEMENT

Grad Council Vice-President  
Peer Tutor for Chemistry 11 and Math 11 students  
In leadership classes grades 9-12

### Visual and Performing Arts

Year

Member of the School Band  
Member of Jazz Combo

### Athletics

Year

Member of ADSS Soccer Team

## COMMUNITY VOLUNTEER ACTIVITIES

Set up Winter Wonderland  
Helped organize ADSS's Terry Fox run and Christmas Food Drive

## WORK EXPERIENCE

Year

*\* list jobs you have had in the past 4 years and some of the duties they entailed. You can copy this right off your work resume*

## SKILLS AND SPECIAL TRAINING

Year

Food Safe Certificate  
Level I First Aid Certificate  
Experience with Microsoft Word, Access and Excel  
Excellent inter-personal communication  
Quick learner and hard worker

**REFERENCES** (get 2 or 3) List name, job title, phone number and e-mail. At least one of these should match up to your reference letter. (RESUME SHOULD NOT BE MORE THAN 2 PAGES LONG)