

# 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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