

RESUME HINTS

Have you prepared a resume yet? You should have one if you are considering applying for scholarships. A resume will give a scholarship committee a good look at your achievements, activities and experience beyond what you submit in your application. In addition, if someone is writing a letter of recommendation for you, a resume will give them a good description of your entire background, not just how they know you from a class or event. Generally scholarship committees appreciate the effort a student puts forward when submitting a scholarship application with a resume, even if it was not requested. Be careful, though: do not submit a resume with your application if the sponsor specifically requests that you not send additional documents.

How to Write a Resume

There are several components to any resume, whether the purpose is to find a job, securing an internship or obtaining a scholarship. When writing your resume, consider the person who will be reading it. If a scholarship sponsor is looking for someone with a certain number of hours doing community service, make sure that your community service list is complete. The presentation of your resume is often times a key component as to whether or not you will be considered for a scholarship. Consider including the following items in your resume.

Education

List your gpa, class rank, advanced courses taken or career & technical programs completed

Accomplishments

Include a list of your accomplishments, which may include things such as participation in a club at school, playing a sport, teaching Sunday school or anything else that you may consider an accomplishment. You will want to include any leadership or other positions held.

Community Service/Volunteer Activities

Include a list of all your community service and volunteer activities. You may want to consider putting in a very brief description of what you did with each activity.

Work Experience

If you have worked while in high school, include this information on the resume. You will want to indicate the name of the company and the position held.

There is no right way to organize your resume. Different formats create different effects – and a different picture of you! Determine which format will put you in the best light.