

Resume Writing for Scholarship and Award Applications

A resume is a professional document that reflects your skills, experience and accomplishments. It should summarize your work and volunteer history, education, skills and accomplishments as they relate to the scholarship or award for which you are applying. Scholarships and awards vary in their eligibility requirements and purpose.

Done properly, your resume will highlight your strongest features and favourably demonstrate your suitability to the specific scholarship or award. This means that you should 'tailor' your resume to best suit the requirements of the scholarship or award.

Resume Types:

- **Chronological:** This is the most familiar format. It is a simple list of jobs and education in reverse chronological order, with explanations of your skills and accomplishments in each experience.
- **Functional:** Use this format if you have lengthy gaps in your working history. The strength of this style is that it is brief, well-structured and highlights your skills. However, some people are unfamiliar with this format and they are suspicious of any work history that does not include dates or places of employment.
- **Combination:** A mix of the chronological and functional formats, this style emphasises your skills while including employment history at the end.

Resume Content:

A) Name and Contact Information:

Include your full name, location, telephone number and professional e-mail address.

B) Summary of qualifications:

A concise overview of your qualifications as they relate to the scholarship or award qualifications. Quantify as much as you can. Use 5-8 bullet points. Use this section to create a good first impression!

C) Relevant Skills:

Your skills and accomplishments should be incorporated into each section of your resume. Use the award or scholarship's selection criteria to determine which skills to emphasize.

For example, if the award is looking for you to demonstrate your leadership skills, focus on experiences and accomplishments in which you demonstrated leadership.

Samples:

“Planned and hosted special event on Campus for 50 students and staff through time management, problem solving and organization skills.”

“Provided leadership and support to first year students in peer coaching program by organizing monthly events and leading group conversations in order to foster a sense of community.”

D) Education:

List in reverse chronological order, starting with your current degree (specify expected completion date if still enrolled), followed by your educational institution, location and date of expected graduation.

Include relevant courses, training or certifications, such as First aid, WHMIS, etc.

Other possible section headings: Work experience, volunteer experience, leadership experience, interests, extracurricular experience, accomplishments, etc.

Depending on the requirements of the scholarship or award, it is usually your choice how to organize your experiences on your resume. However, for each work or volunteer position state:

- Position Title
- Organization name, city, country
- Period of employment
- Focus on skills, accomplishments and results.

General Tips:

- ✓ Research the scholarship or award before writing your resume
- ✓ Your name should be the biggest, boldest item on your resume
- ✓ A 2 page resume is standard
- ✓ Your resume should be well organized and easy to read. Avoid using many lines.
- ✓ Use bullet points, not paragraphs, to ensure your resume is easy to read and to help the reader pick out key words and phrases
- ✓ Pay attention to formatting and be consistent (eg. bolding, spacing, etc.)
- ✓ Be honest, not modest
- ✓ Proofread your resume and have someone read it over for grammatical and spelling errors

Attend drop-In advising or book an appointment with Career Services for further assistance.



Career Services
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Student Success Centre