

SCHOLARSHIP RESUME

GENERAL OUTLINE

(follow this process before you begin to write)

Brainstorm relevant data in each of the following categories. Do not include activities/awards from your elementary school years unless to show longevity of involvement.

Academic Achievements

- Include all grades or percentages, awards, Honour/Effort roll standings, grade point average, etc.
- Record any competitions entered and their placings, science fairs, etc.
- Mention any placements in PACE, Honours or AP classes, and classes taken outside of school hours (i.e.: Camosun College, French Summer Language Bursary Program)

Athletic Achievements

- 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.

Achievements in the Visual and Performing Arts:

- Record all involvement in drama, music, band, choir, art, etc.
- Include all competitions entered and awards won (placings, etc.)

School Involvement:

- List all school volunteer experience (give some explanation)
- Include membership in any school-based clubs or committees (i.e.: ICBC Counter Attack, Student Link, Creative Writing, Weight Lifting, etc.)

Community Involvement:

- Include membership in community groups, church groups, etc. (i.e.: volunteer firefighter, United Way Youth Committee, canvassing for various charitable groups, etc.)
- Any volunteer work in which you have been involved (i.e.: summer day camps)

Seminars/Conferences Attended:

- Record anything attended in or out of town (i.e.: Holocaust Symposium, United Nations Model Summits, Red Cross Training, Food Safe, ICBC conferences, anything subject-related, etc.)

Skills/Personal Attributes/Interests:

- This category can be broken down into separate areas if need be
- Include computer skills, languages spoken, positive attributes (i.e.: those highlighted on the Myers-Briggs test), etc.

Work Experience:

- Paid work experience from summer or continuing jobs

Career Plans:

- In a couple of sentences discuss what your **intended** career goals are
- Keep it concise, but with enough detail to allow the reader to see that you have some sort of a plan

** For all categories, list chronologically, beginning with most recent and proceeding back in time

** Be aware of your margins and spacing: make it pleasing to the eye. Also, group the appropriate areas together from most important significant to least significant.

** Note: Omit any of the above categories in which you have little or no experience

What areas can you enhance in the next 6 – 8 months?

YOUR NAME

3067 Jacklin Road
Victoria, BC
V9B 3Y7
(250) 478-5501

Education:

2002 - 2005 Belmont Secondary School

1999 - 2002 _____ Middle School

1997 - 1999 _____ Elementary School (not completely necessary)

Academic Achievements:**Grade 11****Semester One**

French 11 93%
Biology 11 88%
Chemistry 11 78%
P.A.C.E. 11 94%

Semester Two:

Math 11 89%
English 11H 95%
Physics 11 90%
Socials 11 92%

Grade 12**Semester One:**

AP English 12 93%
Calculus 12 96%
History 12 88%
Acting 12 97%

Semester Two:

Chemistry 12 91%
P.A.C.E. 12 99%
Geography 12 89%
French 12 84%

*P.A.C.E. Program for Academic and Creative Enrichment

*AP = Advanced Placement

Awards and Honours:

- 2005 - English 12 Award of Excellence - Belmont Secondary
- 2005 - Passport to Education Award - Province of BC
- 2004 - Kindree Spotswood Memorial Award for the student who best exemplifies a spirit of

adventure

(or format it in this way)

- **Student Citizenship Certificate** - awarded to the Grade 11 student who best exemplifies . . .
- **Winner of Belmont's Gold Pin** for excellence in 3 or more academic subjects (Grade 10)

Achievements in the Visual and Performing Arts:

- List in same format as above (if applicable)

Athletic Achievements:

- List as above (if applicable)

School Involvement:

- List any clubs, teams, events in which you participated, **plus the time frame/dates involved**

School/Community Involvement:

- List together or under separate sub-headings, depending on amount of listings
- List what have you been involved in around the school, community, etc. (include dates/time frames)

Seminars/Workshops/Conferences:

List anything appropriate i.e.: Computer courses, SuperHost, Holocaust Symposium, ICBC Road Sense, Tourism / Technology / Entrepreneur / Community Group seminars or conferences, etc.

- Completed Food Safe Certificate - Spring 2005
- Attended Red Cross seminar on . . .

Record dates of participation (i.e.: month/year, Grade 10, Spring 2005, etc.)

Write a quick blurb for explanation (if necessary)

Interests:

Record in a short paragraph or list individual interests in categories (i.e. athletics, arts, hobbies, past times)

- Reading
- Quilting
- Tai Kwan Do
- Orienteering
- Skiing
- Horseback riding
- Rowing

Skills/Personal Attributes:

- Record in paragraph or list form
- Focus on strengths and positive qualities that enhance who you are and give insight to your character
- **Sample qualities to consider:** "organized, attentive to detail, dependable, excellent memory, outgoing, positive demeanor, strong verbal and written communication skills, able to work effectively as a team member or individually", etc. (**Note: use results from your Myers-Briggs test**)

Work Experience:

- List paid jobs and any duties that you think would enhance your resume
- List volunteer job experience as well, **if not previously mentioned**

Career Plans: (Future Plans?)

- In a paragraph of 3 to 4 well-constructed sentences, state your what your **intended** goals are in relation to post-secondary schooling, (ie: where do you plan to apply for/attend, what program will you enter, what degree(s) will you attain, etc.)
- If you do not plan to attend university immediately, discuss any work plans as they relate to your overall educational goals
- Consider exchange/travel opportunities and discuss how they will enhance your learning process

References:

- List at least three names (two being Grade 11 or 12 academic subject teachers or people who can attest to your academic/athletic/school or community service)
- Ask permission from each person prior to using them as a reference
- Follow the layout format below.

Mr. Biology
Teacher-Belmont Secondary School
3067 Jacklin Road
Victoria, BC
V9B 3Y7
250-478-5501

- Name (use Mr./Mrs./Ms)*
- Title/Place of Employment*
- Address*
- City/Province*
- Postal Code*
- Phone Number*