

Scholarship Resume Assignment

Objective: to create a list of high school activities to be used for letters of recommendation, scholarships, and college admission.

100 points

**Create a resume with the information listed on page 2 of this document.

1. Log in to College in Colorado.
2. Click on the Career Planning tab.
3. Then click on Get a Job.
4. Then click on Resume Builder. Answer the questions.
5. Export this resume to create your final resume.
6. The resume on CIC is intended as an employment resume, so you will need to adjust the resume to reflect the requirements of a scholarship resume. The resume must have the information included on page two. A scholarship resume will highlight education, accomplishments, activities, and leadership roles, so these will come first. You may also add a category if you have something significant you want to include.
7. A sample resume is included in this document. You should not simply use the sample formatting that the CIC resume has, and do not copy the sample resume. Make your resume your own. It should not look like everybody else's resume.
8. The items should be in bullet form after categories.
9. For all categories, list chronologically. You can list items by grade or by actual dates. Be consistent throughout the resume.
10. Be aware of your margins and spacing. Make it pleasing to the eye. Be consistent with your style throughout the resume.
11. Be thorough. Use your transcript to help you.
12. Research the internet for scholarship resume tips.
13. Use the resume rubric as a guide. This will be used to grade your resume.
14. When your resume is complete, print a copy and put it in your portfolio. Upload the resume to Scholarship Resume Draft Assignment on Moodle.

**Your Name
Street/Mailing Address
City, State, Zip
Telephone**

CURRENT EDUCATIONAL STATUS:

- List your present level of education including the name of your school.
- If not asked for elsewhere, you can list your grade point average and class rank.
- If you are 23 out of 24, or very near the bottom of the class, don't include that. Write this in a different format.
- In a scholarship resume, this section, along with awards and activities are the focus, so they come at the beginning of the resume.

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

AWARDS AND HONORS:

- List any awards or honors, in or out of school, that you have received beginning with grade 9.
- For each award or honor, indicated the grade level.
- If you have many of awards, you can break this down into academic awards and other types of awards.

SCHOOL-RELATED ACTIVITIES:

- List all school-related activities you have participated in beginning with grade 9.
- Be sure to include any leadership roles and/or positions held.

COMMUNITY-RELATED ACTIVITIES: (Optional if you have not participated in these activities.)

- List all community-related activities that you have participated in beginning with grade 9.
- Be sure to include any leadership roles and
- Examples of community activities are: youth group activities, church activities, scouting, city or county sports activities.

ENRICHMENT ACTIVITIES: (Optional if you have not participated in these activities.)

- If applicable, list any summer enrichment programs, travel experiences, and/or hobbies that have expanded your educational experience. Should include job shadow here. Include conferences or trainings you may be attended. Can break this category into separate categories if needed.

VOLUNTEER EXPERIENCE:

- List all volunteer activities that you have participated in beginning with grade 9.
- Be sure to include any leadership roles and what type of service you provided.
- This can include both in school and out of school activities such as EPYCS, church activities, sport camps, county fair, fund raisers i.e. Relay for Life, officiating at or coaching youth activities, etc.

WORK EXPERIENCE: (Optional if you have not participated in these activities.)

• Beginning with your most current or recent job, list your work experience including the type of position. May include the actual dates of employment or the grades of employment. For a scholarship resume, do not need to include address, phone number, and supervisor, but can if you feel it is appropriate.) In an employment resume, this piece will come earlier; however, in a scholarship resume, it comes later as education and awards are the focus.

SPECIAL SKILLS AND TALENTS:

• Examples: ten-key proficient, filing, Excel proficient, welding, art, music, power tools, etc. This category can be broken down into categories like computer skills, languages spoken.

INTERESTS AND ACTIVITIES:

• This tells a little more about you that may not be included in the items above.

REFERENCES:

• Be prepared to give the names, addresses, and telephone numbers of two to four people as character references. You might choose a couple of your teachers, your counselor, and a person in the community who knows you well. Be sure to ask permission of these people before you use their names.

SAMPLE RÉSUMÉ FOR COLLEGE/SCHOLARSHIP APPLICATION:

JANE DOE
55 NOWHERE ROAD
NOWHERE, CO 55555
(555) 555-5555
jdoe@gmail.com

EDUCATION:

I am currently a senior at Nowhere High School with a cumulative grade point average of 3.62 and a class rank of 59 out of 440. I will graduate on May 27, 2010.

CAREER PLANS:

I plan to attend a 4 year college to study psychology and sociology so that I can go on to get a masters in psychotherapy. I would like to be a therapist who works with youth and their families.

AWARDS AND HONORS:

- Math Student of the Year: 9
- Citizenship Award: 9
 - Awarded for helping in a crisis situation when a younger student was hurt after getting hit by a car in the school parking lot
- Perfect Attendance Award: 9, 10
- Girls' State Delegate: 11
 - Awarded for positive civic leadership on the student council
- National Honor Society: 11, 12
 - Nominated and selected by teachers to this group for academics (maintaining above a 3.5 GPA), positive character, and leadership.

SCHOOL ACTIVITIES:

- Staff Writer for School Newspaper: 9, 10, 11
- Girls' Tennis: 9, 10, 11, 12 (Captain, 12)
- Student Council Representative: 11, 12
- Spanish Club: 11, 12 (Secretary, 12)

COMMUNITY ACTIVITIES:

- Church Youth Group: 9, 10, 11, 12
- Girl Scouts: 10, 11, 12

ENRICHMENT ACTIVITIES:

- N. U. Summer Science Camp: 10
- Church Mission Trip: 11

WORK EXPERIENCE:

- Dinosaur Den Day Care: Playground Helper, 10
- Dairy Queen: Counter Helper, 10, 11
- Hy-Vee Grocery: Checker, 12

VOLUNTEER EXPERIENCE:

- Volunteer at Nowhere Medical Center as a candystriper: 10, 11, 12 (200 total hours)
- Volunteer for Nowhere Elementary School Tutoring Program as a tutor: 12 (40 total hours)
- Volunteer at Nowhere Rescue Mission to clean the animals and building: 12 (65 total hours)
- Volunteer for Center School Recycling Program: 11, 12 (24 hours)

WORK EXPERIENCE:

- Dinosaur Den Day Care: Playground Helper, 10
- Dairy Queen: Counter Helper, 10, 11
- Hy-Vee Grocery: Checker, 12

SPECIAL SKILLS AND TALENTS:

- I am fluent in both English and Spanish.
- I am proficient at Microsoft Office and various other computer programs.
- I play the saxophone.

INTERESTS AND ACTIVITIES:

I like to play sports, especially tennis. I am also an avid reader. I especially enjoy reading historical novels. I like animals. I am also interested in the environment and learning how to live more "green."

REFERENCES:

Katrina Ruggles
High School Counselor
719-580-9199
kruggles@center.k12.co.us

John Doser
High School Tennis Coach
719-859-1234
jdoser@center.k12.co.us

Kathleen Myer
High School Language Arts Teacher
719-967-5432