Résumé Guidelines for Scholarship Application

The résumé is a one-page summary tool that illustrates who you are, what you can do, and where you want to go. It is an advertisement to sell your services and time to a potential reviewer. While your format and style may vary, your résumé must include the following categories:

- Name and Contact Information
- Objective - Indicate your overall career objective.
- Education - List in reverse chronological order all the schools (secondary or university) you have attended. Include the full name with city and state and the years you attended. You may also indicate pertinent programs and courses you were enrolled, as well as any honors, diplomas or certifications received.
- Work Experience - List in reverse chronological order all work experience, especially work directly related to your career objective. Consider volunteer work in addition to paying jobs. Include place of employment, dates, job title, description of duties and achievements.
- Activities - List in reverse chronological order school or community organizations you are active in. Include name of group, dates, leadership positions, description of responsibilities and achievements.
- Capabilities/Awards - List technical, teamwork, leadership, personal management and employability skills that can be used in the job you are seeking. Include any special honors or recognitions not already mentioned or relative to one of the other resume categories.

Guidelines
1. Write it yourself. Look at several examples but make sure the final product sounds like you.
2. Proofread! Make every word count and make it error free. Ask someone else to help you look it over.
3. Make it look good. Choose conservative looking fonts. Avoid cramming too much information. A résumé that is too "busy" is hard to read. Provide contrast with your name and category titles.
4. Be specific. Give facts and numbers. Avoid vague and slang or informal language.
5. Keep it lively. Use action verbs and short sentences. Avoid negative statements.
6. Save your file as a .pdf with the title "FirstNameLastName_Resume"