**Academic Resume**

Not sure where to start with your resume? See the attached examples or use Microsoft word.

In Word, select new template, in the search bar type resume and a variety of different options come available that you can edit to make your own.

This together with the cover letter is the most important part of the application.  These represent you to the scholarship or bursary committees.  The more they can tell the committee about yourself the better.

* Always start with your goal or your educational plans
* Include the schools you have attended and dates
* Include any academic/school awards
* Include any clubs, activities, teams etc you have belonged to
* Include your community involvement
* Include any work experience, jobs or volunteering
* List any other areas of interest, skills or achievement
* List the 3 people you are using for a reference letter (including their address) and the reason why they are your reference

**NOTE:  Your resume should be no longer than 2 pages**

* This resume will become your master and can be updated for other award applications
* Proofread and have someone else (or multiple) proofread
* Always start with the most recent activities, dates etc and work backwards.  Usually going back to grade 9 is sufficient
* Be consistent but attractive in your style

**NOTE:** If you are applying for a special fine arts, music, theatre, or sports scholarship, you may want to do a separate “theatrical resume or sports resume”

Qualities that the committees look for are:  **enthusiasm, teamwork, character, hard work, purpose, community service, perseverance and responsibility.**

**Ideas for resume headings:**

Academics Awards/Achievements Cadets

Career Objectives Community Activities/Involvement Honours

Future Plans Extra-Curricular Activities Goals

Music International Experience Leadership

Certificates Volunteer/Work Experience Interests/Hobbies

Employment Special Skills/Training Fundraising

Memberships Performing Arts Special Recognition