

# Scholarship Resume and Interviewing

An **Objective** is not required, but is a nice touch to allow the school or scholarship program to see from the start what background you bring to this competition.

**Community Service and/or Campus Leadership** section(s) show a selection committee what YOU have contributed to your community/campus. Don't just list titles or group affiliations but explain what you did actively as a member of an organization, using numbers and details where possible.

## Important Things to Remember

**Proofread, proofread, proofread!** Spell checker and grammar checker miss some mistakes – use your own eyes and the eyes of trusted faculty/staff members to support you in producing a perfect document!

**Explain yourself!** Your reader may not know what a particular internship program or award is – let them know (briefly) how competitive the award process was and why you were chosen.

**Other Headings Might Include:** presentations at conferences such as the honors colloquia at MC, special projects in honors classes, etc. Think about what YOU have done that makes YOU special and competitive!

**Remember** – scholarships are awarded “top down” so you want to make the case that you are the BEST!

**Warren Jackson**  
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**OBJECTIVE:** Admission to the Utopia University pre-medicine program under the Thomas More Scholarship program in recognition of my commitment to my community.

### EDUCATION:

Montgomery College, Takoma Park, MD  
AA in General Studies (Expected Graduation May 2013)  
Fredrickson Award for outstanding General Studies Major  
selected out of more than 4,000 possible candidates  
Overall GPA: 3.75/4.0 • Dean's List: every semester since Spring 2011  
Honors Coursework Completed: Calculus; Introduction to Psychology,  
Concepts in Biology, Organic Chemistry

### COMMUNITY/CAMPUS SERVICE:

**Editorial Writer/Assistant Editor**, Excalibur (Spring 2011 – Present)

- Research and write stories relevant to local college students
- Wrote an article on a new pilot scholarship program on campus resulting in a 120% increase in applicant pool over the previous semester
- Elected to editor position by peers after on semester

**Member**, Phi Theta Kappa Honor Society (Inducted Spring 2012)

- Elected chapter treasurer in Fall 2012
- Initiated and led 18 chapter members in a fundraising effort (selling doughnuts on campus) to raise funds for Super Storm Sandy victims, raising \$2K
- Tutored six local elementary students in mathematics

**Team Member**, Alternative Spring Break (Spring 2012)

- Travelled to New Orleans to assist Hurricane Katrina survivors with rebuilding
- Performed routine construction tasks such as hanging drywall and painting

### EMPLOYMENT EXPERIENCE:

**Pizza Deliverer**, K.C. Pizza Cafe, Wheaton, MD (9/10 - present)

Provide excellent customer care, earning the employee of the month an average of six times per year.

**Student Assistant**, Montgomery College, Takoma Park, MD (10/09 - Present)

Tutored students in mathematics and various sciences, including biology, chemistry, physics, and anatomy and physiology. Suggested marketing strategies to my supervisors to better inform students of services. Initiated a social media campaign that connected an additional 200+ students to the tutoring center in 2012.

**Internship**, Library of Congress, Washington, DC (6/11 to 8/11)

Summer Internship awarded competitively through the Paul Peck Humanities Institute at Montgomery College. Selected from more than 50 applicants. Catalogued photographs of WWII and suggested photos for inclusion in a special exhibit on war correspondents.

**Personal Information** allows the employer to contact you. Make sure that it is clear and prominent. Voice mail message should be brief and professional. E-mail account name should be professional.

**Education** information including not only degrees you have or are working toward, but academic awards and honors. Include information about honors programs participated in and coursework completed.

The **Experience** section tells a potential school or scholarship granting foundation that you have worked while in school. This is an indication of your ability to “step up” and take responsibility for your own future. It is an indirect indication of your ability to manage your time and your commitment to excellence – keeping your grades high while fulfilling other responsibilities. Include company name, city and state, dates that you worked there, your job title and a description of your responsibilities. Don't include complete addresses, phone numbers or supervisor names...leave those things for a separate reference list

# Sample Scholarship Resume Format