

2017/2018 Scholarship Resume Requirements

Your resume is a very important part of your competitive scholarship application. This will be used to help differentiate your application from others and allow you to showcase your academic and extra-curricular involvement. Below are a few requirements and helpful tips for you to use before you submit your resume.

- Your resume should be no longer than 2 pages.
- If you use any acronyms be sure to explain what they stand for.
- Check your spelling carefully.
- Use headers and/or section titles to organize your resume.
- Include BRIEF explanation of leadership roles and/or involvement. This is helpful if the reviewer is not familiar with your clubs and/or organizations.
- Include length of time spent in organizations and/or leadership roles.

Explanation of the Scoring Rubric

On the following page you will find the rubric that will be used to score your resume. Below are explanation of each category.

- **Academic Engagement** – all activities that are associated with academic involvement. (This can include but is not limited to AP, IB, Dual Credit, academic clubs/honor societies, research, etc)
- **Leadership Initiative & Extra-Curricular Involvement** – outside the classroom activities that you have participated in. You should also include any leadership/management roles you have held (this can include but is not limited to clubs/organizations, service, work, sports, etc)
- **Formatting & Grammar** – factors such as spelling, organization, formatting, and page length.

CRITERIA	OUTSTANDING	EXCEEDS EXPECTATIONS	SATISFACTORY	ATTEMPTED	NOT ATTEMPTED
<p>Academic Engagement</p>	<p>(7-8)</p> <ul style="list-style-type: none"> • Academic experiences that far exceed basic graduation requirements. • Participation in multiple academic related activities/clubs/organizations. • Adequately describes involvement. 	<p>(5-6)</p> <ul style="list-style-type: none"> • Academic experiences that moderately exceed basic graduation requirements. • Limited participation in academic related activities/clubs/organizations. • Does not adequately describe involvement. 	<p>(3-4)</p> <ul style="list-style-type: none"> • Academic experiences that exceeds basic graduation requirements. • No participation in academic related activities/clubs/organizations 	<p>(1-2)</p> <ul style="list-style-type: none"> • Meets basic graduation requirements. • No participation in academic related activities/clubs/ 	<p>(0)</p> <ul style="list-style-type: none"> • Does not meet basic graduation requirements.
<p>Leadership Initiative & Extra-curricular Commitment</p> <p>(Score 0-8)</p>	<p>(7-8)</p> <ul style="list-style-type: none"> • Balanced participation in extra-curricular activities. • Held a leadership role in multiple activities. • Includes adequate descriptions of involvement. • Demonstrates meaningful commitment 	<p>(5-6)</p> <ul style="list-style-type: none"> •Some balanced participation in extra-curricular activities. •Held a leadership role in at least 1 activity. •Includes basic descriptions of involvement. •Demonstrates meaningful commitment 	<p>(3-4)</p> <ul style="list-style-type: none"> •Limited participation in extra-curricular activities. •No leadership roles –OR– leadership roles with no descriptions. •Little meaningful commitment (no involvement lasting more than 1 year) 	<p>(1-2)</p> <ul style="list-style-type: none"> • Participated in 1 or less extra-curricular activities. • No involvements lasting more than 1 year. • No explanations. 	<p>(0)</p> <ul style="list-style-type: none"> • No involvement outside the classroom.
<p>Formatting & Grammar</p> <p>(Score 0-4)</p>	<p>(4)</p> <ul style="list-style-type: none"> • Well organized with headings and sections. • Consistent formatting. • No misspellings • No more than 2 pages. 	<p>(3)</p> <ul style="list-style-type: none"> • Mostly organized but no headings or sections. • Consistent formatting. • No misspellings • No more than 2 pages. 	<p>(2)</p> <ul style="list-style-type: none"> • No specific order • Inconsistent formatting. • Some misspellings • 3/4 page or less 	<p>(1)</p> <ul style="list-style-type: none"> • No specific order • No formatting • Multiple misspellings • 1/2 page or less 	<p>(0)</p> <ul style="list-style-type: none"> • Insufficient information