

Tips for Scholarship Application Resume Writing

1. Lead with a Strong Header

- Full name
- Email (professional)
- Phone number
- Optional: LinkedIn or personal website (if relevant)

2. Start with an Education Section

- Include institution name, degree, major/minor, expected graduation date
- Add GPA (if 3.0 or above), honors (Dean's List, summa cum laude), and relevant coursework
- Optional: thesis or research title if relevant

3. Include a Summary or Objective (Optional)

A brief objective or summary tailored to the scholarship can help frame your application:

"Motivated undergraduate pursuing a career in biomedical engineering, with a strong commitment to community service and academic research."

4. Add a "Scholarships & Awards" Section

- Name of award
- Institution/organization
- Date received
- Brief description if not well known

5. Highlight Leadership and Service

- Use a "Leadership & Involvement" or "Extracurricular Activities" section
- Emphasize your role, contributions, and any outcomes
- Focus on teamwork, initiative, or social impact

6. Include Research or Relevant Projects

- List independent research, capstone projects, or relevant papers
- Include your role, purpose, and outcomes (presented, published, etc.)

7. Showcase Relevant Experience

- Include internships, teaching assistantships, or jobs
- Emphasize transferable skills (e.g., communication, leadership, problem-solving)

8. Add Skills & Certification

- List academic or technical skills (e.g., SPSS, MATLAB, R, AutoCAD)
- Include language fluency or certifications (e.g., CPR, Microsoft Office Specialist)

9. Keep It Clean, Focused, and One Page

- Keep formatting consistent and professional
- Avoid long paragraphs; use concise bullet points
- 1 page is ideal, especially for undergraduate applicants

10. Proofread and Align with the Application

- Use keywords from the scholarship's criteria
- Ask a mentor or faculty member to review
- Make sure the resume supports your scholarship essay or personal statement