

CVs for Scholarships

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THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Writing a Curriculum Vitae (CV) for a scholarship application

You may be required to supply a CV with your scholarship application. A scholarship CV should be purpose written. It should demonstrate your suitability for the scholarship by including relevant information.

You can find out what the Selection Panel members are looking for by reading through the regulations of the scholarship you are applying for. The scholarship regulations will usually tell you what the selection criteria are. For instance, the scholarship may be awarded on the basis of an applicant's academic merit, community contribution, research topic, or a combination of attributes. If possible, your CV should demonstrate your qualities in all the areas listed in the regulations.

If you are including a covering letter or personal statement, your CV should complement this. Your CV will provide the facts and background information, your covering letter / personal statement will let you introduce yourself and emphasize the most relevant aspects of your CV.

Academic Merit

Many scholarships are awarded on the basis of demonstrated academic merit. A CV demonstrating academic merit should show your current university, the degree you are enrolled in and your major (or double major). You should list your most recent qualifications first. You do **not** need to include individual grades, unless you have received excellent grades in particularly relevant papers (for instance, if you are applying for a scholarship that has a particular research focus). If you have published any research papers or attended any conferences (or have any forthcoming), you should list these. If you are a recent school leaver, you should list subjects taken at high school, and relevant academic activities (e.g., participation in external exams, speech competitions, or student council). Include a list of scholarships and prizes you have received, the year each was gained, and a brief description of what they were awarded for. **Do not** include certificates unless they are specifically requested.

University- / Research-related Activities

When writing a CV with an academic focus, it should not look as though you are applying for a job. Do not make the main focus of your CV a list of your current and past employment. You should still list your employment history, but it will **normally** appear later in the CV. **However**, if you have undertaken employment or other activities with an academic focus you should make this fact clear. It would also then be a good idea to place the employment section earlier in the CV. Relevant employment or other activities may include working as a tutor, lab technician, or research assistant, being a class or course representative, or attending or presenting at a conference, etc. Including

relevant employment history will also allow you to demonstrate transferable skills, such as organisational, communication, computer, and research skills.

Community / Cultural Involvement / Leadership

Some scholarships will ask you to demonstrate community or cultural involvement or leadership. This should be more than just a list of pastimes. Your CV should describe your current and recent community or cultural involvement or leadership. Your involvement might be campus, community or family based; it may be voluntary or paid, or related to your research in some way. Information about community or cultural involvement should come under a clear heading in your CV and you should use the wording used in the regulations. For instance, the scholarship regulations may be looking for applicants who can demonstrate leadership. You would then include 'Leadership' as a heading in your CV and bullet point your leadership experience, followed by a brief description. As always, you should list your most recent involvement first.

CV Presentation

Do not use coloured paper or special binding for your CV. All applications, including CVs, are photocopied before being sent to the Selection Panel members. Use plain white paper fastened with a paper clip or bulldog clip.

For more information about writing a CV we recommend the University of Waikato Careers & Employment Centre website www.waikato.ac.nz/sasd/careers/.