



Guidelines for Crafting a Fellowship Resume/ Curriculum Vitae (CV)/List of Activities

The fellowship résumé/CV/list of activities gives an overview of your achievements and involvement that focuses on how you meet the objectives of the fellowship. With this document, you should demonstrate your ability to:

- Lead others
- Be independent
- Serve as an ambassador
- Make meaningful contributions in your field as well as to the community
- Bonus: show long-term dedication to your goals, interests, and giving back to your community

Fellowship vs. Professional Résumé

While the purpose of both types of résumés is to showcase your achievements/involvement in a concise manner, there are a few differences between the type of résumé you put together for an internship or job (professional) versus the type you create for a fellowship. Professional ones tend to be more succinct and focus on skill sets. Fellowship ones are generally more descriptive and emphasize your passions and areas of interests. However, both types of résumés should be customized to your objective: your professional résumé caters specifically to the job description; your fellowship résumé tailors to the specific opportunity being offered.

Crafting the Résumé/CV/List of Activities

General steps for writing your résumé/CV/list of activities:

1. Generate a list of relevant activities. Include clubs/organizations, internships/work experience, volunteer service, and honors/awards. Be as detailed as possible. *Tip: Keep a running list of this information throughout the years (including dates of involvement, supervisor's name and contact information, etc); it will make it easier to compile this information for your résumés and revise them in the future.*
2. Research the fellowship to figure out what they are looking for in a candidate. Review the fellowship's criteria, objectives, as well as your proposed program of study. Focus on these points to highlight your suitability for the fellowship.
3. Determine what relevant information to include in your résumé. The goal is to show what kind of student you are and the kind of fellowship recipient you will be; don't pad your résumé with passing interests or other unimportant information that will detract from the overall impact. Form categories that organize your achievements in a clear and easy-to-follow manner while highlighting experiences that apply to the fellowship (e.g. if leadership potential is emphasized in the fellowship criteria, you may want to group these related experiences higher up on your résumé).
4. Show the significance of your achievements and involvement. Be concise yet detailed enough in your descriptions. Test your résumé's takeaway by asking others to briefly look over the document and summarize the points that stand out.

Sections of the Résumé/CV/List of Activities

- Personal/contact information
- Academic achievements – degree candidacy, thesis/dissertation title, research/creative works, talks/conferences, discipline-related accomplishments such as publications/performances
- Honors/awards
- Job-related experience/internships
- Community service
- Leadership

- Bonuses: foreign language proficiency, travel abroad for research or study, athletic involvement
- You may use traditional headings such as “work experience” or “extracurricular activities,” however you might want to consider other thematic categories such as the fellowship criteria or your goals/interests, under which you would combine relevant extracurricular and work experiences together to emphasize your strengths as a candidate.

Ways to Sell Yourself in the Résumé/CV/List of Activities

The résumé/CV/list of activities is intended to be more of an outline than a detailed narrative of your achievements. To maximize the impact of the content:

- **Highlight experiences that would be most valued by the fellowship committee.** For example, your work in a lab may be primarily research, but if you also participate in a few outreach activities, you may want to make mention of it. For a fellowship committee assessing your potential as an ambassador and ability to make positive contributions to society, this community outreach would demonstrate that you are willing and able to share your research interests with a wider community.
- **Focus on results/accomplishments.** Quantify accomplishments with figures if possible (e.g. "100 hours of community service through summer internship") and/or explain qualitatively where needed (e.g. "facilitated positive college transition for 20+ incoming students as a peer leader")
- **Incorporate language used in the description of the fellowship award** to show how you fit the fellowship criteria and objectives; use the research you have done about the fellowship qualifications. However, be careful not to use overly-technical jargon as not all application reviewers will be well versed in your academic discipline. Also, avoid using slang.
- **Use [strong action verbs](#) to describe your experiences and activities.** Be concise and specific in your explanations.

Example: A better way to say “In charge of training new employees” is “Developed and implemented new employee training program to provide exceptional customer service.”

General Formatting Guidelines for the Résumé/CV/List of Activities

- Follow instructions! If you are asked to submit your résumé in a particular format or are limited to a certain number of pages, make sure your résumé adheres to these guidelines.
- Use a professional-looking, easy-to-read, 10-12 point font.
- Keep your résumé simple, clean, and easy-to-read. Bold, italics, bullets, and lines should be used in moderation to accentuate and organize content.
- Group similar information together and place sections you want to highlight higher on the page, especially if they demonstrate contributions in your field.
- Order your experiences in each section in reverse chronological order, with your most current accomplishments at the top. You should include a brief description and your role for each experience listed.
- Maintain consistency with spacing, dates, punctuation, and order of information.
- Choose language that neither exaggerates nor minimizes your achievements/experiences.
- Proofread! Correct any spelling and grammatical errors.

The Scholarships & Fellowships Office is an available resource for students applying for fellowships. Whether you need guidance on getting started with your résumé/CV/list of activities or someone to review a draft, we are here to help. Please feel free to contact Fellowship Advisor, Sylvia Wu, at ugfellow@hawaii.edu or (808) 956-8391.