

RNFOO Awards & Scholarships Applications – Resumé Guidelines

For the purposes of the RNFOO Awards & Scholarship application process, below are some guidelines regarding the content of your resumé.

Also, please note:--

- Your document should be no longer than two pages. Only the first two pages will be reviewed
- The font should be Times New Roman 12
- If an award you are applying for requires information about your publications or research activity, note that this information can be submitted separately, and so doesn't need to be part of your resumé submission (please note: only information regarding the most recent five years will be reviewed). The reviewers recognize you might not yet have had the opportunity in your career for publications or research activity.

Suggested Topic Areas

Educational Background: note all previous degrees, diplomas, certifications

Professional Work and/or Clinical Experiences: in a brief description of your professional work experience or clinical experiences, emphasize activities/opportunities that demonstrate your creativity, organizational and interpersonal skills, initiative and leadership ability

Formal and Informal Scholarly Activities: identify recent scholarly, academic activities/ professional development activities that highlight and reflect your interests and skills in the areas of critical thinking, scholarly writing and research/discovery.

Professional and Community-based Volunteer Activities: include volunteer activities in which you have been actively involved, noting particularly any leadership roles.

Professional Memberships: include any memberships in professional organizations or other professional groups.

Employment Background: for nursing students without prior professional nursing experience, briefly describe employment experiences that have helped you to develop nursing-related skills.