

## **RNFOO Awards & Scholarships Applications** **Resumé Guidelines – Undergraduate Level**

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

Also, please note:--

- Your resumé should be no longer than two pages. Only the first two pages will be reviewed.
- Your experiences should be described in ways that emphasize skills required in nursing: critical thinking, interpersonal communication, initiative and leadership ability.

### **Suggested Topic Areas**

**Educational Background:** note any previous degrees, diplomas, certifications (eg First Aid or CPR certification, PSW training).

**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 Academic Activities:** identify academic and/or 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 leadership roles.

**Professional Memberships:** include any memberships in professional organizations or other professional groups (RNAO, Canadian Nursing Students' Association, other campus or community organizations).

**Employment Background:** list your employment experiences – any position you have held demonstrates your work ethic. Point out any experiences that helped you to develop nursing-related knowledge or skills.