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UNIVERSITY
OF WOLLONGONG
AUSTRALIA

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2023 UOW Vice-Chancellor's Leadership Scholarship

APPLICATION SUPPORT GUIDE

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Resume

For this scholarship application, a resume is fundamental to your success. As a result, it's imperative you learn the in's and out's of what constitutes an effective resume. Each section of your resume must be tailored, and the structure, layout and fonts need to resonate with the panel of assessing UOW staff. The language needs to evidence your achievements, and you must write concisely.

Below are some common rules to follow when writing your resume.

Do

- Put the most important information at the top
- Thoroughly research the organisation and position to determine what the employer is looking for
- Clearly label and bold any sections/headings
- Tailor to the job description using key words
- Be clear, concise and truthful
- Follow the instructions of maximum 2 page resume
- Use a simple and consistent layout – font, size, bullet points, tab spacing

Avoid

- Spelling and grammatical errors
- American spelling
- Writing jargon/slang
- Clipart
- Photographs
- Borders or fancy font
- Writing long paragraphs of text
- Copying a resume sample word for word, particularly this application guide
- Splitting sections over pages.

Please Note: This document and the examples below are intended as a GUIDE ONLY. This guide has been written with the UOW scholarship in mind. Each resume and application should be tailored to highlight your own experiences and background, as well as the position you are applying for.

When applying for other jobs or scholarships, please remember it is your responsibility to evaluate and check the accuracy of the information provided. To provide the most effective resume for each job, or application, you may need to:

- Change the order of headings
- Change the wording of the headings
- Leave out sections that are not relevant to you or;
- Add new sections that are relevant to you

When drafting resumes for other jobs or scholarships, remember there may be specific requirements, which you should always meet. These are not limited to, but can often include:

- Length of the resume
- Content required
- Number and type of referees required
- Attachments, such as school or academic transcript



PERSONAL DETAILS – COMPULSORY

Your preferred name should be the heading (not Resume or CV or Personal Details). Include your address, phone number and email. Do NOT include age, date of birth, religion or marital status.

EXAMPLE:

Your Name

2/10 Lovely Crescent,
Liverpool, NSW 2170
(02) 9000 0000

youremail@gmail.edu.au

SKILLS OR SUMMARY – RECOMMENDED

4 – 6 bulleted points highlighting your relevant skills/experience so that the employer can quickly see how you are a fit for that role. This is the key area that you can tailor to each application/job. You will find clues in the job advertisement, position description and company website to help you identify which parts of your experience to highlight here. You can choose whether to use sub headings or not. Remember these are not necessarily the things you are best at or most proud of, but rather the skills or experience that are most relevant to the role you are applying for. Ensure you state how you demonstrate each skill in 1-2 lines.

EXAMPLE:

Leadership – Represented the Year 12 student cohort, as the School Captain of Ulladulla High School and Student Representative for 4 years.

Communication – Ability to speak clearly and articulately, honed through being a representative of the 2021 School Debate Team.

Teamwork – Strength in working as a team player to achieve workplace goals, developed through 2 years' experience in a fast paced Café.

EDUCATION – COMPULSORY

List all relevant qualifications here. If you have other, less relevant qualifications or lots of short courses, you may like to include an additional section titled Other Education towards the end of your resume. The name of your qualification and dates of study must be listed above the educational organisation where you completed or are currently completing that qualification. Courses should be listed in reverse chronological order ie most recent first. Given a resume should focus on your achievements; you may want to consider how you can add in any evidence of your skills, knowledge, and experience, including any achievements you may be proud of. If you high school subjects are relevant to your chosen study area, you may also like to highlight these, particularly if you have good grades.



EXAMPLE:

Higher School Certificate

2022

Keira High School

- Elected 2022 School Captain
- Member of the Student Representative Council since Year 9
- Member of the 2012 School Debate Team
- First place in Year 11 Chemistry

EMPLOYMENT – COMPULSORY

List your current or most recent job title and the dates employed on the first line and the employers name underneath. Below the employer, list your achievements and responsibilities in a bulleted list, starting each with an active verb. Ensure that you convey the value that you provided to that employer, don't just copy the list of duties. Think about what problems you solved, what processes you improved, what accolades you received.

EXAMPLE:

Wait Staff

2022

Café on the Beach

- Provide a high level of customer service and contributed to a Guest Satisfaction Award
- Made and served coffee in a friendly and efficient manner
- Developed barista skills and trained 5 new employees
- Worked effectively as a team member
- Re-stocked inventory and reordered as required
- Ensured food safety standards were met at all times
- Recommended product and process improvements to management

AWARDS – OPTIONAL

If you have been selected for scholarships and awards you may like to list these in their own section. Alternatively, if you have one or two awards it may be more effective to list them in the related section, usually Education or Employment. Please note: the below is an example to show you how this may look on a resume. It would be rare for students to have a long list of significant awards and scholarships.

EXAMPLE:

- NSW School Nanga Mai Awards 2022
- Premier's Reading Challenge 2020
- Premier's Anzac Memorial Scholarships 2019
- The Duke of Edinburgh's International Award - Australia 2019



INTERESTS – OPTIONAL

You may choose to include 2 or 3 hobbies, interests or social activities that demonstrate a balanced and active life. Think about what message these interests portray of you and only include those which enhance the perception that you are creating of yourself. Employers are keen to ensure that you will fit into their team and this section gives them an insight into the whole you.

EXAMPLE:

Technology - Keen interest in technology and new media use. Constantly stays updated on innovative ideas & new technologies, and their potential to effect people, businesses and industries

Travel - Participated in the 11 day Youth Global Experience program travelling through North Vietnam.

Music - Plays guitar. Performed and recorded music with local artists since the age of 16.

COMMUNITY INVOLVEMENT OR EXTRA-CURRICULAR ACTIVITIES – RECOMMENDED

Some of your extra-curricular, volunteer or community experience may not fit in your Employment section or may work better in a section of its own. This section provides you with an opportunity to show another aspect of your experience/skills/interests. Employers value volunteering and co-curricular involvement and this is the perfect place to list what you have done in that space.

EXAMPLE:

Year 12 University Preparation Program **2022**
University of Wollongong

- Successfully completed a 15 week program to develop academic and tertiary preparation skills
- Attended Year 12 Super Study Week

Netball Coach, Referee and Player **2016 - current**
Liverpool Netball Club

- Coach and umpire various grades on a Saturday

Sound and Lighting Assistant **2019**
Gong Theatre Players

- Organise and assist with sound and lighting for various productions.



REFEREES – COMPULSORY

Each application will have different referee requirements but in most cases, you will be asked to provide 2 referees. You will need to provide the name and contact details for each referee and be clear about their relationship to you. It is important that you select people who will speak well of you and can comment on your performance in the workplace, school volunteer or community engagement. You must seek a referee's permission before including their details on an application.

EXAMPLE:

Jane Andrews

Café Owner

Café on the Beach

0400 123 456

jane@cafeonthebeach.com.au

Full Name

Title

Organisation

Phone

Email address



Selection Criteria

As part of your application you will be required to address two selection criteria with a maximum of 500 words per criterion.

- 1) **How do you define strong leadership, and how do you embody this within your community?**
- 2) **Share how you have brought positive change to your community and the world**

Below are some common considerations and rules to follow when addressing selection criteria;

Do

- Cut and paste each criteria into a Word document. Put the criteria/question you are addressing at the top in **bold**
- Give specific examples using the STAR technique (more below)
- Address each question individually.
- Analyse the question, what exactly is it asking you? You might like to circle key words.
- Thoroughly research the organisation and position to determine what the employer is looking for
- Be clear, concise and truthful
- Include your name and page number in the footer

Avoid

- Going over the specified word count, or not using enough words
- Spelling and grammatical errors
- Using clichés
- American spelling
- Writing jargon/slang
- Borders or fancy font
- Using the word “we” in your examples. The panel are more interested in what you did – use “I” statements.
- Providing the same example twice
- Exaggerating or lying



Selection criteria is your opportunity to match what skills and experience you have with what the assessing panel are looking for, using specific examples. When someone is hiring or are looking to approve an application, what they are looking for is an indication that you will succeed. The best way to stand out, and to demonstrate, prove, show, highlight or evidence that you have the skills, experience or knowledge they are looking for, is by giving examples using the STAR technique.

Below you will find information on how to use a structuring technique called 'STAR'. STAR is an acronym that stands for;

S

Situation

- Describe a specific event or situation that you were in.
- The who, what, where, when etc.
- This gives context.
- Often only 1-2 lines (10%)

T

Task

- Explain the task you had to complete.
- Highlight any specific challenges or constraints e.g. deadlines, issues etc.
- Consider what your task or role was.
- Often only 1-2 lines (10%)

A

Action

- Describe the specific actions that you took to complete the task. These should highlight desirable traits the assessing panel are looking for.
- What did you do and how did you do it?
- This should be the bulk of your response
- Use Action verbs - managed, coordinated, led, solved etc.

R

Result

- Close with the result of your efforts. What was the outcome or impact you made.
- What did you achieve? What was outcome/feedback?
- Include figures or numbers were possible to quantify the result.
- Approximately 20% of your response.



SELECTION CRITERIA	CONSIDER
<p>1) How do you define strong leadership, and how do you embody this within your community?</p>	<ul style="list-style-type: none"> • How to address both parts of this question... Firstly, how do you <u>define</u> strong leadership? Consider the qualities, traits or skills of a strong leader. Secondly, give evidence that demonstrates your leadership within your community. • Where have you demonstrated leadership? This could include your high school experience, casual or part time work, extra curricular activities, volunteering etc. • Include a specific example/story that shows your leadership within your community. • STAR Model – Situation, Task, Action Result
<p>2) How do you intend to use the Vice-Chancellor’s Leadership Scholarship to extend your leadership abilities, for the benefit of yourself, your family, and/or your community?</p>	<ul style="list-style-type: none"> • Where will you make an impact or create positive change at university? This could include your former high school, casual or part time work, extra-curricular activities, clubs and societies, volunteering etc. • How will you measure your success? • STAR Model – Situation, Task, Action Result

Please Note: Again, this document is a guide only. It is not designed to be prescriptive of how you should address each criteria but rather to stimulate your thinking. There are other valid ways of addressing the criteria and it is important that your answers are a reflection of your skills and experience.

FROM THE TEAM AT UOW CAREERS CENTRAL – WE WISH YOU ALL THE VERY BEST!

