You MUST use this resume format for your resume on the Branch County Community Foundation Scholarship Application. If you do not use this exact format, your application will NOT be eligible for consideration. On the second page of this document, we have provided an example of an essay for you to see. If you have any questions on this format, please contact the BCCF staff at info@brcofoundation.org or call our office at 517-278-4517.

Name
Mailing Address
Personal Email Address **(DO NOT USE A SCHOOL EMAIL ADDRESS)**

Personal Statement/Profile
Tell us why you are attending college/trade/vocational school; your career goals; how your prior education, work, and/or volunteer experience prepared you for college and/or your chosen career; and why you believe you will be successful in college/trade/vocational school.

Education
Please list the schools you have attended, starting with the most recent, including the career center or secondary education. Include certification, career & technical education programs or degree obtained and dates of attendance, and graduation date or anticipated graduation date.

Employment
List the last three PAID work experiences you've had, starting with the most recent job, and include position title, responsibilities, years of involvement. If you have had On-the-Job Training (OJT), include that with the position title and responsibilities.

Community Involvement
List community **volunteer work** (outside of school) you are doing or have done. Be sure to list those that relate to your degree or career goal FIRST. Include position title, responsibilities, years of involvement.

Activities
- **List up to 5 organizations** you are a current member of such as … Student Council, Interact, 4H, etc., and include how long you have been involved and any current titles
- **If you participate in sports, music, arts, etc.** list those, how long you have been involved and any pertinent titles (i.e.. Captain)

Awards
- List any honors and awards received Include the year received in the last 5 years. You may include the nature of honor/award (in school or outside school)

EXAMPLE

Melinda Story
67 Second Ave, Coldwater, MI 49036

Melinda8Story6@gmail.com

Personal Statement

My desire to enter the healthcare industry comes from my personal experience of watching my mother care for those around her. This quickly became my skill as I entered the PACC in high school. The PACC has provided me with the experience and education needed to pursue a career in nursing. I am currently dual-enrolled at PCC, working toward completing my nursing prerequisites. I intend to achieve a Bachelor of Science in Nursing and further my education as a Nurse Anesthetist. With my proven academic achievement, ability to multitask, and my genuine love for this field, I feel that I will be successful in college. I aspire to use my current experiences and academic achievements to drive me into my career as an RN.

Education

Pittsburg High School (August 2022 to present) Attending high school, AP classes, and early college at Pittsburg Community College. Expected Graduation Date May 2026.
Pittsburg Community College (September 2024 to present) Dual Enrolled- completing nursing prerequisites
Pittsburg Area Careers Center (August 2024 to present) Health Profession Fundamentals Plus College, Health Professions Rotations Plus College, Certifications: First Aid / BLS-CPR Certified

Employment

McDonalds, Cashier and Food Prep (June 2023 - present) Food Service, Maintain an extremely clean environment. Work hastily in food prep with many other team members in order to provide outstanding customer service. Nurture teamwork and cooperation to prevent misunderstandings within and outside of the workplace.
First Choice Real Estate Associates, Cleaner (July 2022 - Present) Prepared a house for remodeling by deep-cleaning to provide a spotless environment, exceeding expectations.

Community Involvement

Local Marathon (April 2023-2024) Taught CPR/First Aid and worked to provide a safe environment for runners.
Family Promise Open House (April 2024) Taught CPR and Blood Pressure
Lincoln Early Childhood Special Education (July 2024-2025) Performed special needs childcare and worked to encourage motor and social development among students throughout the summer program.
Night to Shine (February 2023) Volunteered to create a prom experience for special needs students and adults.

Activities

1. HOSA: Member and event competition participant (3 years)
2. National Honors Society: Member (2 year)
3. Youth Engaged In Prevention: Vice President and Member (1 year)
4. National Technical Honor Society: Member (3 years)
5. UNICEF: Vice President (3 years)
6. Color Guard: Member, 4 years, Captain

Awards

HOSA: Regionals Competition 1st Place, 2025
HOSA: Locals Competition 1st Place, 2024
HOSA: Locals Competition 3rd Place, 2023
BACC Outstanding Attendance, 2023-Present
BACC Student of the Marking Period, 2023
Honor Roll, 2021-Present