

SSSI RESOURCE · APPLICATIONS

The Scholarship CV Template

A one-page CV format designed for scholarship and university applications — built around what admissions readers actually look for.

Why scholarship CVs are different

A scholarship CV is not a job CV. It is read by admissions officers in under 60 seconds and used to verify the claims in your personal statement and application form. It should be:

- **One page maximum** — two pages only for PhD applicants with publications
- **Reverse chronological** — most recent first within each section
- **Quantified** — numbers, durations, scale, outcomes
- **Plain** — no photo, no colours, no graphic flourishes

Required sections, in order

1. Header (top of page)

- Full legal name (matching passport)
- City, country
- Email (professional, not 'cooldude2003@')
- Phone with country code
- LinkedIn URL if professional

2. Education

- Institution, location, dates
- Qualification (e.g., 'A-Levels', 'BSc Civil Engineering')
- Grades or GPA — quote the local grading scale
- Class rank if known
- Relevant coursework (3–5 modules) for graduate applications

3. Test scores

- Language test (IELTS, TOEFL, DET) — overall band and component scores, date
- Standardized tests (SAT, ACT, GRE, GMAT) if applicable

4. Experience

Combine paid work, volunteering, internships, and leadership roles in one section, in reverse chronological order. For each:

- Role title, organization, location, dates
- 2–3 bullet points starting with action verbs
- Each bullet should contain at least one number

*Example: **Mathematics Tutor**, Juba Day Secondary School, Juba · Sep 2024 – Jul 2025*

· Organized and led weekly mathematics revision class for 23 Senior 4 students preparing for KCSE exams

· Achieved 87% pass rate (national average 54%); 6 students achieved grade A

5. Projects (if relevant)

List 1–3 self-initiated projects. Each: title, dates, one-line description, one quantified outcome.

6. Awards and recognitions

- Academic awards (national exam top performer, regional olympiad placement)
- Scholarships received previously
- Leadership recognition (head prefect, student government)
- Cap at 4–5 most relevant entries

7. Skills

- Languages: list with proficiency (e.g., 'English (fluent), Arabic (fluent), Dinka (native), Swahili (conversational)')
- Technical: software, tools relevant to your field
- Avoid: 'Microsoft Word', 'Teamwork', 'Communication' — these are assumed

8. References

'Available on request' is sufficient. Do not list referee details on the CV itself.

Formatting standards

- Font: Helvetica, Arial, Calibri, or Garamond. 10.5–11pt for body. 13–14pt for name
- Margins: 1.5–2 cm all around
- Line spacing: 1.15
- No colour (or one accent colour only). No graphics, icons, photos, or borders
- Section headings: bold, slightly larger, with a single horizontal line under each
- Export as PDF with embedded fonts (File → Export as PDF, not 'Save As')
- Filename: **FirstName_LastName_CV.pdf**

A complete one-page example

AKON KUIR GARANG

Juba, South Sudan · akon.garang@gmail.com · +211 922 000 000

EDUCATION

Juba Day Secondary School, Juba · A-Levels · 2024–2025

· Mathematics A · Physics A · Chemistry A · General Paper A

· School rank: 2 of 187 students

TEST SCORES

IELTS Academic · Overall 7.5 (L 8.0, R 7.5, W 7.0, S 7.0) · March 2026

EXPERIENCE

Mathematics Tutor · Juba Day Secondary School · 2024–2025

· Led weekly KCSE revision class of 23 Senior 4 students; 87% pass rate vs 54% national average

· Trained 4 Senior 3 students who took over the class in 2026

Treasurer · Juba Day Mathematics Club · 2023–2025

· Managed UGX 1.2M annual budget for inter-school competitions across 6 events

· Increased club membership from 18 to 47 students over two years

Volunteer Translator · UNHCR Juba Drop-in Centre · 2023

· Translated between English, Arabic, and Dinka for 200+ refugee intake interviews over 6 months

AWARDS

· National Mathematics Olympiad, South Sudan · 3rd place · 2024

· Head Prefect, Juba Day Secondary School · 2024–2025

SKILLS

Languages: English (fluent), Arabic (fluent), Dinka (native), Swahili (conversational)

Technical: Python (basic), GeoGebra, LaTeX

REFERENCES · Available on request.

An editable Word version of this template is available on request — email sssischolars@gmail.com with the subject line 'CV template'.