

RESUME WORKSHEET | COMMUNICATING YOUR CAMP EXPERIENCE TO A NEW AUDIENCE

1 Purpose of Your Resume

- A resume is a one to two page document that summarizes your past experiences and the impact you've made.
- A resume is NOT your job description.
- Therefore, the purpose of your resume is to showcase the **skills** you have acquired through your experiences.
- This brief written snapshot of you should highlight the moments where **you performed your best**.
- Pick the skills you think your audience wants to know you have. Knowing what the reader is looking for will help you convince them you are the ideal candidate.
- The goal of your resume is to **get noticed**. You'll need an impactful resume to do this - so move on to section 2 of the handout to learn about writing impact statements.

2 Write to Create Impact

- To create resume statements that have **impact** and are **action oriented**, consistently apply this easy to use approach for each statement/skill you are writing about.

The STAR Model

S	Situation	Describe the situation where this "story" is taking place. Where were you?
T	Task	Explain what you/your team needed to do. What was this story's objective?
A	Actions	What actions did you take? Explain the steps you took.
R	Results	What were the results of your actions? What was accomplished?

3 Sample Skills / Action Verb List

For each skill you're writing about, start the impact statement with an action verb in the past tense. Here are some samples.

Skills	Action Verbs
<ul style="list-style-type: none"> • Leadership • Communications • Problem Solving • Delegation • Teamwork • Program Planning • Customer Service • Initiative • Responsibility • Commitment • Empathy • Hard working • Public speaking • Creativity 	<ul style="list-style-type: none"> • Initiated • Led • Engaged • Planned • Forecasted • Identified • Spearheaded • Communicated • Brainstormed • Investigated • Empathized • Planned • Organized • Developed

4 Some Impact Statement Examples

Skill	Weak Version	Strong Version
Plan and Execute Programs	Assigned to plan programs at the sports area. Played multiple games with different campers and everybody had a great time.	Forecasted diverse two week sports program schedules; considered age and skill appropriate activities for 8-15 year old campers; delegated support staff during daily programs resulting in smooth and successful programming for campers
People Management and Empathy	As counsellor; I made sure my campers had the best summer by being there for them when they needed me. I ensured nobody had homesickness.	Led cabin groups of seven campers for two weeks; empathized, motivated, befriended and disciplined cabin members when necessary; feedback from director indicated position of top performer and role model on staff
Leadership and Teamwork	Worked at camp waterfront and did lifeguarding, taught swimming, and helped with the sailing program. Made schedule for teaching and lifeguarding for other staff	Managed a 36 member aquatic team who instructed a full range of waterfront activities; trained staff to assess risk and respond to emergencies along our 1,500 foot shorefront; zero incidents incurred

5 Don't Forget!

- Formatting should be professional and simple
- Spelling errors must be avoided, do not use first person
- It is helpful to ask a friend for feedback and a proofread

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