

NOAC 2024

CU Boulder



SEEK NEW HEIGHTS

Resume Writing

Translating Your Scouting Experience

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Meet Your Trainer

- Bufalo mountain lodge
- Colorado Springs, Colorado
- I received my Vigil before I finished my Eagle.
- I am a certified interior designer



Calvin Callahan



Learning Objectives

1. Understand the professional value of Scouting experiences by identifying and articulating transferable skills
2. Learn how to structure and format a resume.
3. Tailor resume content to align with specific career goals.





1.

What is the importance of a well-crafted resume?



Why Resumes Matter

- First impression for employers
- Key to unlocking job opportunities
- Sets you apart from other candidates
- Sets Expectations of your skills



What are the key components of a resume?

Cover letter
Contact Information
Summary
Experience
Skills
Education
Additional Sections (e.g.,
certifications, awards)

(right: the Harvard
recommended word
replacement chart)

COMMUNICATION		LEADERSHIP / INITIATIVE	
Address	Mediate	Advance	Launch
Advise	Moderate	Anticipate	Manage
Advocate	Negotiate	Amplify	Mentor
Articulate	Publish	Carry out	Navigate
Author	Relay	Champion	Optimize
Consult	Report	Coach	Pilot
Convene	Synthesize	Direct	Sponsor
Counsel		Establish	Strengthen
Edit		Facilitate	Supervise
Frame		Implement	Surpass
Influence		Improve	Undertake
Introduce		Instruct	Volunteer
CREATIVE THINKING		TEAMWORK	
Amend	Illustrate	Assist	Foster
Conceptualize	Innovate	Collaborate	Gather
Craft	Institute	Coordinate	Guide
Customize	Originate	Contribute	Participate
Design	Pioneer	Cultivate	Partner
Develop	Sculpt	Elevate	Resolve
Envision	Shape	Embrace	Support
Exhibit	Strategize	Encourage	
Formulate		Enlist	



How do we translate scouting skills into relatable skills?



Scouting Skills

Led a troop
Teamwork
Community Service

Problem-Solving
Event Organization

Managed a team of peers
Coordinated X# of Scouts
Served X organization for
the benefit of the
community.
Pioneered solutions
Corresponded with multiple
departments to make an
event happen at the X level
of scouting



Networking strategies and using Scouting connections





2. Resume run-through



Cover letter

- Should be written last and is sometimes presented last as a summary
- This where you talk about how you align with the mission, vision, and values of the company you are applying to.
- (This has become increasingly important with the use of A.I. recruiters as you can use the Mission, Vision, and Values directly so that you have more key words. That said still talk about it in your own words)



The Harvard Cover Letter Structure

- The cover letter header
- The greeting / salutation
- The cover letter intro
- The middle paragraphs (body of the letter)
- The ending paragraph of your cover letter (conclusion and call-to-action)



Contact Information

- Name, Address, Email, Phone number.
- References Name, work, Email, Phone Number
- School as relevant (this could also be placed in the certifications section)



Summary

- Summarizing where you are from and your vision moving forward
- K.I.S.



Experience

- Elaborate on your projects that you have worked on and positions held
- This is a great place to put those scouting positions and events that you staffed



Skills

- What are the concrete skills that pertain to your field of expertise?
- Examples might be “Able to make a Floorplan by hand”
- This demonstrates knowledge and practice in your field



Education

- List out the School Name and Address
- List your education level
- (I.E. Associates, Bachelor's, Masters, ETC)



Additional Sections (e.g., certifications, awards) Scouting

- Eagle, summit, Quartermaster, Gold
- Vigil, Service Awards, Founders, NSA
- Positions in Scouting
- NYLTs, and Wood badge involvement



Additional Sections (e.g., certifications, awards)

- Certificates might be required for specific industries
- A CNA can get certified in medication and be a CMA
- Interior design has 8-12 certificates for distinct styles
- Mechanics can get trained on specific brands and have certs for that

Know what you need!



Formatting Tips

Consistency in font and style
Clear headings and bullet points

(example resume 1: Harvard
Resume Classic found on
www.lawdepot.com)

Lauren Hoffman 1476 S Kingston St. Aurora, Colorado (123).456.7890 alongaddress@gmail.com	
CAREER OBJECTIVE I'm a compassionate registered nurse with 5 years experience in healthcare. Skilled in providing exceptional healthcare to a diverse patient population with a specialization in women's care.	
WORK EXPERIENCE	
Registered Nurse Women's Care Group	January 1, 2015 - Present Aurora, United States
<ul style="list-style-type: none">My duties involve observing and recording patient behavior. Consulting with physicians and other healthcare professionals regularly. I'm in charge of establishing treatment plans, operating medical equipment. Occasionally I supervise the licensed practical nurses (LPNs) and certified nurse assistants (CNAs). I help preform diagnostic tests. I treat medical emergencies, such as heart attacks and strokes as well as recovering post-operative patients. I administer medications and treatments to patients when necessary.	
Registered Nurse Dr. Maria Lovenstein	January 1, 2013 - January 1, 2014 Aurora, United States
<ul style="list-style-type: none">My duties involved observing and recording patient behavior. Consulted with physicians and other healthcare professionals regularly. I was in charge of establishing treatment plans, operating medical equipment. Occasionally I supervised the licensed practical nurses (LPNs) and certified nurse assistants (CNAs). I helped preform diagnostic tests. I treated medical emergencies, such as heart attacks and strokes as well as recovering post-operative patients. I administered medications and treatments to patients when necessary.	
SKILLS	
<ul style="list-style-type: none">Able to change dressings properly and maintain patient safety and personal hygiene.Excellent time management skills and able to deal with chaotic environments.Proficient at developing and maintaining strong personal relationships with clients.	
EDUCATION	
University of Denver Bachelor of Science in Nursing Grade Point Average: 3.5	January 1, 2012 Denver, United States



Lauren Hoffman

1476 S Kingston St. Aurora, Colorado | (123).456.7890 | alongaddress@gmail.com

CAREER OBJECTIVE

I'm a compassionate registered nurse with 5 years experience in healthcare. Skilled in providing exceptional healthcare to a diverse patient population with a specialization in women's care.

WORK EXPERIENCE

Registered Nurse Women's Care Group

January 1, 2015 - Present
Aurora, United States

- My duties involve observing and recording patient behavior. Consulting with physicians and other healthcare professionals regularly. I'm in charge of establishing treatment plans, operating medical equipment. Occasionally I supervise the licensed practical nurses (LPNs) and certified nurse assistants (CNAs). I help preform diagnostic tests. I treat medical emergencies, such as heart attacks and strokes as well as recovering post-operative patients. I administer medications and treatments to patients when necessary.

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EDUCATION

University of Denver
Bachelor of Science in Nursing
Grade Point Average: 3.5

January 1, 2012
Denver, United States

Formatting Tips

Example 2

(example resume 2: Harvard Resume Classic found on www.lawdepot.com)





3.

Application

And why its important.



Networking strategies and using Scouting connections

- Attend Scouting events and reunions to build and maintain professional relationships.
- Use Scouting connections to seek mentorship and advice from experienced professionals in your field.



Highlighting the Most Relevant Scouting Experiences for Specific Careers

- Emphasize community service and project management skills for roles in nonprofit organizations or social enterprises.
- Showcase problem-solving and critical thinking skills for careers in engineering, IT, or consulting.
- Translate team-building experiences from troop activities into collaborative skills for the workplace.



Continuous Improvement and Adapting Your Resume Over Time

- Regularly update your resume with new Scouting achievements and certifications to keep it current.
- Seek feedback from mentors and peers to refine and enhance your resume content.
- *Adapt* your resume format and content to match evolving industry standards and job market trends.



Activity!

We are going to take 5 minutes to participate in a Hands-on resume building workshop!



Now we peer review



- This will be about 3 minutes that we will get to pair up with someone and exchange your resumes.
- We are looking for skills, positions and awards laid out with the meanings/equivalent professional wording



feedback!

I will take a volunteer at this time and go through this proses as a class.

(time allowing)



Questions? Comments? Elaborations?



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Takeaway Challenge

- Tailor your resume to align with specific career goals and job descriptions.
- Avoid common mistakes, proofread, and seek feedback for a polished resume.
- Continuously update and refine your resume with new experiences and achievements.
- Embrace the essence of "Seeking New Heights" through ongoing growth and striving for excellence.



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