

NOAC 2024

CU Boulder



# Resume Writing

Translating Your Scouting Experience

# 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](http://www.lawdepot.com))

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Lauren Hoffman</b><br>1476 S Kingston St. Aurora, Colorado   (123).456.7890   alongaddress@gmail.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                   |
| <b>CAREER OBJECTIVE</b><br>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.                                                                                                                                                                                                                                                                                                                                                                         |                                                                   |
| <b>WORK EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                   |
| <b>Registered Nurse</b><br>Women's Care Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>January 1, 2015 - Present</b><br>Aurora, United States         |
| <ul style="list-style-type: none"><li>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.</li></ul>          |                                                                   |
| <b>Registered Nurse</b><br>Dr. Maria Lovenstein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>January 1, 2013 - January 1, 2014</b><br>Aurora, United States |
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| <b>SKILLS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                   |
| <ul style="list-style-type: none"><li>Able to change dressings properly and maintain patient safety and personal hygiene.</li><li>Excellent time management skills and able to deal with chaotic environments.</li><li>Proficient at developing and maintaining strong personal relationships with clients.</li></ul>                                                                                                                                                                                                                                                                             |                                                                   |
| <b>EDUCATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                   |
| <b>University of Denver</b><br>Bachelor of Science in Nursing<br>Grade Point Average: 3.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>January 1, 2012</b><br>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.

#### Registered Nurse Dr. Maria Lovenstein

January 1, 2013 - January 1, 2014  
Aurora, United States

- 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

- 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

# Formatting Tips

## Example 2

(example resume 2: Harvard Resume Classic found on [www.lawdepot.com](http://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.

