



2024 National Order of the Arrow Conference

Session: Resume Writing: Translating Your Scouting Experience

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Session Length: 45 minutes

Session Description

This session emphasizes how to articulate the valuable skills and accomplishments gained through Scouting, such as leadership, teamwork, community service, and problem-solving, in a way that appeals to employers. Participants will learn techniques for crafting compelling resume content that showcases their Scouting achievements as relevant and beneficial to their desired career paths. This session is particularly useful for delegates who have been actively involved in Scouting and are looking to transition into the workforce or further their professional careers.

Learning Outcomes

Outcome 1: Understand the value of Scouting experiences in a professional context.

Outcome 2: Identify and articulate transferable skills gained through Scouting.

Outcome 3: Learn how to structure and format a resume.

Outcome 4: Craft compelling descriptions of Scouting achievements.

Outcome 5: Tailor resume content to align with specific career goals.

Theme Connection: Seek New Heights

In line with the theme "Seek New Heights," this session empowers participants to elevate their professional profiles by leveraging their Scouting experiences. Scouting, at its core, encourages individuals to strive for excellence, embrace challenges, and develop a wide range of skills that are valuable in any career.

Facility and Material Needs

[Please put all material and facility needs in this section. We recommend completing this portion last after the rest of the lesson plan is completed. **The more specific you are with your material and facility requests, the better we can accommodate!**]

Facility Needs

Is this session remote delegate-compatible? No
(ie. can the material be engagingly taught via live stream)

Does this session need audio/video (AV) capabilities? Yes
(ie. projector)

Are there any other specific facility needs for this session? No
(ie. movable chairs, panel-style seating, etc.)

Material Needs

[Please put “NOAC Training Committee” under “Source” if you need a material and cannot source it yourself - we will try to source it for you. Please note that we would strongly prefer training materials to be in a digital format and would advise against flipcharts and other physical materials. If you need microphones, extension cords, etc., please also specify those needs here.]

Material	Quantity	Source
Blank paper/ blank Harvard classic Resumes/ blanked resumes from link	= class size	Available online at: https://www.youtube.com/watch?v=yTXZJqo ppfo or in the upload drive with this. I will be providing this
projector		NOAC Training Committee
Pens		NOAC Training Committee
Writing surfaces/ tables		NOAC Training Committee

Session Preparation Steps

[Please list all steps you or another trainer would need to take to be prepared to teach this session. For example, if the trainer needs to add personal experiences, print handouts, or prepare items for a game, those should be listed here. **The goal is for someone to be able to read this syllabus and understand how to teach your session in the future!**]

Step 1: bring a stack of blank paper or blank resume templates and pens

Step 2: have the projector set up and ready to use the accompanying presentation

Step 3: try not to die by death by power point as this thing is “nutron star” dence, also let the audience read as much as you can and elaborate on what they say.

Additional Staff Members

[If you are having additional trainers assist you with your session, please fill out their contact information below. Please note that due to the conference sell-out, we are limited in our ability to register additional staff members on the training committee. We recommend that your additional trainers come from contingents or other staff members that can break from their duties to facilitate the session.]

Trainer Name	Email	Phone #

Lesson Plan

[The main body of your presentation should be here. Remember to adjust the timing for each session as you add/edit topics. **Remember, be as specific as possible - the goal is for someone to be able to read this syllabus and understand how to facilitate your session in the future!**]

Helpful Templates:

Activity

Copy and paste this box wherever you have an activity in this session!

Materials Needed: [materials]

Length of Activity: # [min]

Activity Description: [description]

Trainer Action

If at any point the trainer needs to complete an action (play a video clip, prompt questions, etc.) copy paste this box and edit this text to specify what!

Introduction

5 minutes

Slides [1]-[3]

- Overview of the session and objectives
 - Understand the professional value of Scouting experiences by identifying and articulating transferable skills
 - Learn how to structure and format a resume.
 - Tailor resume content to align with specific career goals.
- Importance of a well-crafted resume
- Brief introduction to Scouting experiences and transferable skills

Topic 1:

10 minutes

Slides [4]-[10]

- Discussion on leadership, teamwork, community service, and problem-solving skills
- Activities to help identify personal Scouting experiences and related skills
- How to translate Scouting skills into professional terminology

Topic 2:

10minutes

Slides [11]-[22]

- Key components of a resume
- Detailed breakdown of resume sections: Contact Information, Objective/Summary, Experience, Education, Skills, and Additional Sections
- Best practices for resume formatting and layout
- Examples of effective resume structures

Trainer Action

Presenters tip, the time allocated in the activity can be cut shorter or made longer based on the understanding of the participants of the resume portion of the class and should be taken into account. As this could add 5 minutes to the activity if used correctly.

Topic 3:

Slides [23]-[28]

5minutes

10 minutes activity

- Networking strategies and using Scouting connections
- Highlighting the most relevant Scouting experiences for specific careers
- Continuous improvement and adapting your resume over time

Activity

Hands-on resume building workshop

Materials Needed: blank paper, or print outs of template resumes

Length of Activity: 10 minutes

Activity Description: Group activity:

- Hands-on resume building workshop (build should be 5 minutes)
- Peer review of resume descriptions (review by peer should be 3 minutes)
- One-on-one feedback sessions (group review of volunteers should be 2 min)

Topic 4:

Slides [29]

2 minutes

- Open Q&A for specific concerns and questions

Conclusion & Takeaway Challenge

Slides [30]-[32]

3 minutes

Recognize and appreciate the value of Scouting skills and accomplishments.

- Create impactful resume content using action verbs, specific examples, and quantifiable metrics.
- 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.

Appendix: Resources and Source Material

[Please add all referenced sources or handouts that would be useful to share with session attendees.]

Resource	Link
Order of the Arrow, Mission & Purpose	Available online at: https://oa-bsa.org/about/mission-purpose
THE PERFECT RESUME IN 15 MINUTES OR LESS! 2024 TEMPLATE INSIDE!	Available online at: https://www.youtube.com/watch?v=yTXZJqoppfo
How to Find a Career You Genuinely Love	Available online at: https://www.youtube.com/watch?v=O3mI4PVOq_g
Law Depot: free Resumes.	https://www.lawdepot.com/contracts/resume-builder/?loc=US&pid=msnppc-1236950584937035-77309609261707_sl-msnkey_harvard%20resume&utm_source=bing&utm_medium=cpc&MSCLKID=36eb21a543941fd6a697473aa6e2fad2&webuser_data_id=184266397