



LEAP Leadership Resume – Individual Event Quick Guide

Directions:

1. This quick guide is intended to assist students with the creation of a leadership resume for individual competitive events.
2. The resume is divided into three main parts: Student/Team Identification, Leadership Experiences (specific to a competitive event), and Leadership Experiences (connected to one or more leadership experiences categories).
3. Information, instructions, and an example can be found in the blue boxes (content included in each example is intended to serve only as a sample and should not be copied).
4. Use the blank [template](#) when creating the resume.

General Formatting Requirements:

1. All students must use the official resume template found on the TSA website.
2. Resumes must be typed and are limited to one, single-sided page per event.
3. 11pt Arial or Calibri font must be used.

Student/Team Identification

DIRECTIONS

This section of the resume should include the following:

Participant ID

- Refers to the identification number assigned to a student when registering for a conference. This number will have “S” in front of it (i.e., S1234).
- Students should NOT include their name or any other identifying information (per the [TSA General Rules](#)).
 - **Note:** *This number may vary from conference to conference. It is the responsibility of the student and chapter advisor to ensure that the correct number is used for the conference being attended.*

Team ID

- Refers to the identification number assigned to a team (chapter) when registering for a conference. This number will have “T” in front of it (i.e., T1234).
- Students should NOT include their school name or any other identifying information (per the [TSA General Rules](#)).
 - **Note:** *This number may vary from conference to conference. It is the responsibility of the student and chapter advisor to ensure that the correct number is used for the conference being attended.*

Competitive event

- The complete competition name must be placed here.

Level

- Indicate whether this is a “Middle School” or “High School” level event.

Example:

Student/Team Identification

Participant ID: S0123

Team ID: T0456

Competitive event: Promotional Design

Level: High School

Leadership Experiences (specific to a competitive event)

DIRECTIONS

This section of the resume should include the following:

Bullet Points

- Using bullet points and the resources provided on the [TSA website](#), students will list their actions/roles/responsibilities for a specific competitive event. **The two (2) bullet points (below) are generic examples. Students must create their own bullet points based on individual actions/roles/responsibilities and should be as specific as possible.**
- The information provided must be related only to the competitive event.
 - **Note:** *One resume (focusing on one event) should be created for each of the individual events that a student enters (i.e., a student competing in three [3] individual events would need to create three [3] different resumes). Multiple events should **NOT** be addressed in a single resume.*
- All activities must be started and completed during the current school year.
- **Students are required to identify each listed statement as (Be), (Know), or (Do).**
- A specific number of bullet points is not required; however, students should be thorough in identifying the leadership skills they developed/used for each competitive event. Students should use the [SLC and LEAP resources](#) provided when developing bullet points.

Example (for Promotional Design):

Leadership Experiences

- Met all deadlines set by my chapter advisor. (Be)
- Worked with my chapter advisor and a professional designer (mentor) to learn to use a new software program and develop innovative design skills. (Know)

Leadership Experiences

(connected to one or more leadership experiences categories)

DIRECTIONS

This section of the resume should include the following:

Category name

- **Students are required to include a minimum of one (1) and maximum of three (3) of these leadership experience categories in their resume:**
 - Leadership Roles
 - Community Service/Volunteer Experiences
 - Leadership Development/Training
 - College/Career Planning

Bullet points

- Using the resources provided on the [TSA website](#), students will list their actions/roles/responsibilities for each category selected. **The two (2) bullet points (below) are generic examples. Students must create their own bullet points based on individual actions/roles/responsibilities and should be as specific as possible.**
- The information provided must be related only to each selected category.
- All activities must be started and completed during the current school year.
- **Students are required to identify each listed statement as (Be), (Know), or (Do).**
- A specific number of bullet points is not required; however, students should be thorough in identifying the leadership skills they developed/used for each selected category. Students should use the [SLC and LEAP resources](#) when developing bullet points.

Example:

Leadership Experiences

Leadership Development/Training

- Attended workshop at the national TSA conference. (Know)
- Encouraged other chapter members to attend trainings. (Do)