LEAP Leadership Resume – Team Event
Quick Guide

Directions:

1. This quick guide is intended to assist students with the creation of a leadership resume for team competitive events.
2. The resume is divided into three main parts: Team Identification, Leadership Experiences (specific to a competitive event), and Leadership Experiences (connected to one or more leadership experiences category).
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 entry.
3. 11pt Arial or Calibri font must be used.

Student/Team Identification

Leadership Experiences (specific to a competitive event)

DIRECTIONS

This section of the resume should include the following:

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

Example (for Fashion Design and Technology):

Leadership Experiences

- All team members met all deadlines set by the chapter advisor. (Be)
- Team members responsible for creating the digital design worked with the 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
- o **Teams are required to include a minimum of one (1) and maximum of three (3) of these leadership experiences categories in their resume:**
  - ▪ Leadership Roles
  - ▪ Community Service/Volunteer Experiences
  - ▪ Leadership Development/Training
  - ▪ College/Career Planning

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

Example:

Leadership Experiences

Leadership Development/Training
- Team members attended workshop at the national TSA conference. (Know)
- Encouraged other chapter members to attend trainings. (Do)