



Resume Workshop

SOS Outreach Jan 2025

Introductions



- Fernanda Landeros - SOS Alumni Liaison
 - flanderos@sosoutreach.org

- Alison Canavan - SOS Operations and Volunteer Manager
 - acanavan@sosoutreach.org

What is a resume?



A resume is a document created and used by a person to present their background, skills, and accomplishments. Some of the things it includes are:

- Skills
- Experience (often past jobs)
- Education
- Volunteer experience (sometimes)
- Achievements

Resumes can be used for a variety of reasons, but most often they are used to secure new employment (some schools may require a resume when applying).

Cover Letters

- Some employers may require a cover letter
- A letter that introduces you to the employer
- More personalized explanation of your qualifications (Indeed).



ALISON CANAVAN

Address, Email, Phone # go here

Joan Dieter, SOS Outreach
PO Box 2092
Frisco, CO 80443

Dear Ms. Dieter,

My name is Alison Canavan and I would like to be considered for the available **Program Coordinator** position at **SOS Outreach**. My experience as a snowboard instructor, service in AmeriCorps NCCC, and time with New York City Department of Parks & Recreation make me an excellent candidate for this position.

As an American Association of Snowboard Instructors (AASI) Level 1 certified snowboard instructor I am versed in mountain safety, group and time management, and snowboard instruction. I regularly help with equipment fittings, snowboarding mechanics, mountain etiquette, and safety. I have also been educated in multiple intelligences and learning types, and incorporate that in my teaching to accommodate all my students. These skills and knowledge base will be aptly applied to the Program Coordinator position, especially when managing and leading the Adventure, and Academy programs.

While serving as an Assistant Team Leader in AmeriCorps NCCC, I worked on several youth-oriented projects including providing classroom and recess instruction at a Boys & Girls Club, and small group instruction and farm-based experiential learning at a middle school. These positions were with children of similar ages as those served by SOS Outreach, and as such I can draw on those experiences to perform the Program Coordinator duties.

I also supervised my teammates and other volunteers in trail maintenance, invasive species eradication, construction, disaster response, and forest restoration. This entailed assigning tasks, instructing volunteers, monitoring progress, and providing support to those I was supervising. I can use those skills to manage volunteers for the Adventure, and Academy programs, and other events where volunteers will be needed.

At NYC Parks I was a Project Manager, responsible for a portfolio of Parks' concessions across the city's five boroughs. These concessions ranged in size from one person operations to large multi-purpose facilities. This consisted of regular coordination between different departments and city agencies, ensuring proper procedure and documentation was followed, and maintaining relationships with our concession partners. I believe this will aid me when managing partnerships with youth agencies, mountain resorts, and part-time staff, as well as collaboration with other SOS sites.

I have also worked for, and studied, several non-profits including the Adirondack Mountain Club, Lake George Association, and American Red Cross. While at these organizations I conducted community outreach and education, donor acknowledgements, database consolidation and maintenance, and event planning. This will prove helpful when tracking and evaluating the Adventure, and Academy programs, and assisting with non-programmatic tasks at SOS.

Based on my professional experience, education in non-profit organizations, and personal appreciation for adventure and the outdoors, I believe I will make an excellent fit for SOS Outreach. My salary requirement for this position is \$40,000, negotiable upon benefits package. I am available to discuss this opportunity and my qualifications in person. I can be reached at phone # or email . I look forward to hearing from you soon.

Sincerely,
Alison Canavan

Resume Examples



HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

MAJOR ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead

2015 - Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%
- Arrange all club photos and pages to correspond to yearbook theme
- Trained and supervised 2 sophomore students in graphic design

Santa Monica Newspaper

Graphic Designer

2015 - Present

- Procured advertising for school paper, saving organization 25% in costs
- Edited and curated photos used for school paper; increasing readership by 15%
- Custom design page layouts to fit articles, photos, and advertisements into strict format
- Contributed to school's online publication by designing page layouts to accommodate mobile screens

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising

Resume Examples



Rachel Bean

A responsible high school student looking to further her professional experience

123 Street Drive
Chicago, IL 123456
(123) 456-7890
rbean@example.com

EDUCATION

Chicago Public School, Chicago — High School Diploma

September 2015 - Anticipated Graduation: June 2019

- 3.2 unweighted GPA
- AP courses in English, Biology, and History

ACTIVITIES

Creative Writing Club — Member/President

September 2015 - Present

- Lead weekly meetings
- Maintain reading list
- Keep time for each reading, fairly distributing time between every reader for the meeting
- Plan club events, at least one per semester

The Literary Magazine — Reader

October 2016 - Present

- Review all submissions for the printing of the magazine in a timely fashion
- Collaborate with fellow readers to rate and agree upon submissions

WORK EXPERIENCE

Hair Salon — Stylists' Assistant

July 2017 - Present

- Cheerfully greet customers and bring them to their stylist's chair
- Provide coffee or water to guests
- Prep guest for hair cuts, wash, condition, head massage
- Sweep hair, wash floors, clean entire salon each night
- Answer phones courteously and assist customers with scheduling appointments
- Close salon

SKILLS

Typing Course: 72 WPM/97% accuracy

Communication

Creative writing

Customer service

Leadership and planning

ADDITIONAL

Babysitting: the Addler family has three kids, one on the autism spectrum. The youngest is three months old.

Sunday School: I teach bible stories to two and three year olds at church.

HOBBIES

Writing

Softball

Resume Examples

ALISON CANAVAN
Address, Email, Phone # go here

SNOWSPORTS EXPERIENCE

- SOS Outreach, Colorado** *Senior Program Manager* **September 2022 - Present**
- Manage and support SOS program staff to run one- and five-day introductory snowsports, mentor, and junior mentor programs in Denver, Steamboat, and Summit County.
 - Directly manage and support staff to facilitate and deliver curriculum at all Learn to Ride, Mentor Program, and Jr. Mentor Program days including registrations, meet and greets, life skill and leadership workshops, service projects, ride days, and summer programs.
 - Responsible for SOS data tracking, reporting and evaluation including participant surveys, pacing documents, session attendance, program participation, and quality assessment.
 - Collaborate with Nordica and a cohort of young women to design a limited release ski.
 - Collaborate with other regional program staff to share best practices and support program implementation and delivery across programs.
 - Ensure all volunteers, mentors, and coordinators are adequately prepared with proper expectations for their assigned roles, and have received training on the SOS curriculum, youth development best practices, risk-signed roles, and have received training on the SOS curriculum, youth development best practices, risk-management guidelines, and program implementation.
 - Plan and recruit partners for summer opportunities for mentor youth.

- SOS Outreach, Denver, Colorado** *Program Manager* **July 2019 - August 2022**
- Oversee all SOS programs in Denver County, including the Mentor Program, Junior Mentor Program, Learn to Ride, and SnowCore.
 - Lead workshops and program days, deliver curriculum, and support mentors in program delivery.
 - Plan, lead, manage, and evaluate all aspects of SOS programs, including student and volunteer recruitment, mentor training, workshop sessions, ride days, and service projects.
 - Communicate with youth, families, volunteers, and community partners.
 - Program data tracking, reporting, and evaluation through the CiviCore database, participant surveys, and pacing documents.
 - Recruit, hire, and train part-time support staff and volunteers, including resort program coordinators, school youth agency coordinators, volunteers, and program mentors to ensure that all programs are fully staffed and function optimally to serve youth.

- SOS Outreach, Denver, Colorado** *Program Coordinator* **September 2017 - June 2019**
- Manage all aspects of snowsports programming including: communications, logistics, scheduling, registrations, curriculum delivery, fee-for-service collection, and seasonal staff support & training.
 - Track program-related dates including: student registrations, attendance, program evaluations, and fee-for-service.
 - Manage program gear and equipment.
 - Assist in on-going management of relationships with mountain resorts, ski schools, gear shops, and community partners.

- Winter Park Resort, Winter Park, Colorado** *Snowboard Instructor* **December 2017 - March 2020**
- Member of snowsports staff teaching youth and adult snowboard lessons.
 - Facilitated group and private lessons, from beginners to advance riders.
 - Taught young shredders in season-long programs.
 - Assisted with equipment fittings and customer greetings.

- Gore Mountain, North Creek, New York** *Snowboard Instructor* **December 2015 - April 2017**
- Instructed youth and adult snowboard lessons, including groups and privates.
 - Assisted with equipment fittings, customer welcomes, and mountain safety.
 - Facilitated annual Women's Clinics, leading groups of women to confidence and self-discovery through weekend-long skill development and exploration.

AWARDS

Congressional Award, *Bronze Medal*
President's Volunteer Service Award, *Bronze Level*
Presidential Champions Award, *Bronze Award*

EDUCATION

Brown University, Providence, RI *Master of Public Affairs, Non-Profit Leadership Specialization*
University of Rochester, Rochester, NY *Bachelor of Arts, High Distinction in Art History, Music Minor*

May 2015
May 2012

What do hiring managers look for in a resume?



- One page
- Easy to read
- Clear and concise
- Skills and experience relevant to the job/program applying too
- Unique experiences/skills/hobbies
- Bring multiple copies of your resume to an interview

Do's & Don'ts



DO:

- List relevant work & education experience
- Provide brief, detailed information for each experience
- Include contact information (phone, email address, physical address)
- List entries in reverse chronological order (newest first)
- Highlight specific accomplishments rather than every detail
- Proofread - ask someone else to do a second proofread
- Adjust resume for specific job applications
- Include personal accomplishments / hobbies / interests
- Use positive language

Do's & Don'ts



DON'T:

- Use colored ink or crazy colors
 - blue & black are acceptable, blue should only be used to highlight section headings
- Use inappropriate size font (too big or too small)
- List an inappropriate email address/social media handle
- Go longer than 1 page (certain fields can accept longer resumes i.e. academics)
- Embellish/lie about experience, gpa etc.
- Use vague/general language

How to write a resume



Focus on Transferable Skills: In everything you have been involved in you have exemplified or gained new skills. Your resume should showcase those skills

Writing Effective Bullets - STAR Method:

- **Situation:** What was the situation, problem, or conflict you were facing?
- **Task:** What were you tasked with? What were your responsibilities or goals?
- **Action:** What action did you take? What did you do to solve this problem? (start with action verbs)
- **Result:** What was the result or outcome of your action? How did it benefit the organization? Can this result be quantified?

Additional Bullet Writing Tips

- Short and concise
- Only most important/relevant information
- Not necessarily full/complete sentences
- Keep in mind that you may need to edit your format for the field you are applying to

Categorizing traits and Skills



Technical:

- Industry and role-specific knowledge and experience that qualifies you to do the job well

Integrity:

- Doing the right thing
 - -> Acting with a purpose and expecting your company to do the same
 - -> Doing well AND doing good

Skills and Certifications:

- include the languages you speak
- CPR, First Aid, and Wilderness First Responders (WFR)
- Licenses or education certificates

Interpersonal:

- Positive work-related characteristics:
 - Giving and receiving feedback well
 - Motivating others
 - Confidence
 - Vulnerability
 - Punctuality
 - Initiative
 - Attitude
 - Going the extra mile
 - Being Prepared

Resume Language Examples



(Job placement, location, state) - *(Placement, Internship, Sales Associate, Other)*

MONTH 20XX - MONTH 20XX

- (job responsibilities, accomplishments, and skills learned)

Career Development Program - SOS Outreach, (location, state) - *(Participant)*

MONTH 20XX - MONTH 20XX

- Summer youth program aiming to provide young adults with professional skills for the workforce such as communication, interviewing, leadership, and collaboration
- Two-week intensive followed by six-week placements at (job placement name)

SOS Outreach, (location, state) - *(Junior Mentor, Participant, volunteer, program assistant, or other)*

MONTH 20XX - MONTH 20XX

- Youth development non-profit that provides access to the outdoors through character development and positive adult mentorship
- Participated in community service projects and workshops. . .
- Supported with participant registration nights, gear logistics, and on-snow days. . .

Final Points



If you would like some help with your resume, we can help review it, or if you have questions, please reach out to:

- Fernanda Landeros: flanderos@sosoutreach.org
- Alison Canavan: acanavan@sosoutreach.org
- The SOS Outreach program manager of the location you graduated from

Next workshop: Interview prep

- Tuesday February 25th @ 6:30 pm MST / 8:30 pm EST
- <https://meet.google.com/cct-anhq-bdj>

Resources



- [Indeed Cover Letters](#)
- [Resume.io](#)
- <https://resumegenius.com/resume-samples>



Questions, Comments, Concerns?

Thank you for your time!