

Skill Session: Talking About Your Leadership Experience
Worksheet

Resume Entry 1

Associated Student Body President, August 2019–June 2020

Imaginary High School — Orange, CA

- Elected by vote of the entire student population of my high school.
- Practiced people management, accountability, and communication skills.
- Created student town halls despite administration resistance due to budgetary concerns.

Resume Entry 2

Associated Student Body President, August 2019–June 2020

Imaginary High School — Orange, CA

- Coordinated organization of 65 students by delegating shifts for the student store, setting agendas for bi-weekly meetings, and directing the activities of 6 committees.
- Communicated student concerns to the administration and negotiated with them regarding the budget and space for monthly student-led town halls to better respond to such concerns.

Questions:

1. How are the resume entries different?

- 1) _____
- 2) _____
- 3) _____

2. Which one do you think is stronger? Why?

3. How would you change these resume entries if the candidate were applying to work as a lawyer?

- a. What about other jobs? Doctor? Consultant? Software engineer?
- b. What if the job description asks for specific skills, like time or conflict management?

Note: You don't need to write your answer for these questions. Just give it some thought.