



## LEAP LEADERSHIP RESUME/INTERVIEW GUIDELINES

(Required for **ALL** high school level TSA competitive events effective August 2016)

### OVERVIEW

Students document, in a competitive event leadership resume, the leadership skills that they have developed and demonstrated while working on a specific competitive event. This resume is required for all events. Semifinalists will discuss the content of their resumes in an interview.

### ATTIRE

- A. Resumes are submitted during the initial event check-in or in the first round of competition, whichever applies; thus, dress code requirements for resume submission will vary based on the event.
- B. TSA competition attire, as described in the [National TSA Dress Code](#), is required for the LEAP interview.

### REGULATIONS

#### LEAP Leadership Resume

- A. Students document, in a competitive event leadership resume, the leadership skills that they have developed and demonstrated while working on a specific competitive event.
- B. The leadership resume (and all content/activities listed within) must have been completed during the current school year.
- C. Resumes will be submitted at the time and place stated in the conference program.
- D. Resumes are required for **all** high school events as part of the "Go/No Go" checklist (see event rubrics). Participants who do not submit the required competitive event leadership resume will not be eligible to compete in their event.
- E. One resume (that focuses on one specific competitive event) should be created for each of the events that a student/team enters (i.e., a student/team competing in three [3] competitive events would need to create three [3] different resumes). Multiple competitive events should NOT be addressed on a single resume.
  1. Types of Resumes
    - a. **Individual** - Each participant is required to submit one (1) individual resume for each individual competitive event in which he/she is registered to compete.
    - b. **Team** - Each team is required to submit one (1) team resume for each team competitive event in which it is registered to compete.
  2. General Formatting Requirements
    - a. Participants must use the official resume template (individual or team, as applicable) found in the competitive events guide.
    - b. Resumes must be typed and are limited to one, single-sided page per event.
    - c. 11pt Arial or Calibri font must be used.
  3. Resume Content
    - a. Using the resources provided on the [TSA website](#), students will describe their actions/roles/responsibilities for their specific competitive event. Students must create their statements based on individual or team actions/roles/responsibilities and should be as exact as possible.
    - b. The Student/Team Identification section of the resume should include the following:
      - Participant ID number (individual type resumes only)
      - Team ID number

Competitive event name  
Level (Middle School or High School)

- c. The Leadership Experiences (specific to a competitive event) section of the resume should include the following:
- Using bullet points and the resources provided on the [TSA website](#), students will list their actions/roles/responsibilities for a specific competitive event.
  - The information provided must be related only to a specific competitive event.
  - 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 event. Students should use the [SLC and LEAP resources](#) provided when developing bullet points.
- d. The Leadership Experiences (connected to one or more leadership experiences categories) 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 experiences 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 information provided must be related only to the selected category.
  - 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](#) provided when developing their bullet points.

### **LEAP Interview**

- A. For events with an existing semifinalist section, the LEAP Interview will be conducted as part of the semifinalist portion of the event and will last a maximum of five (5) additional minutes. For all other events, the LEAP Interview will be conducted in a separate LEAP semifinalist portion and will last a maximum of five (5) minutes.
- B. Semifinalists will sign-up for an interview time at the time and place stated in the conference program.

### **EVALUATION**

Participants who do not submit the required competitive event leadership resume will not be evaluated. Semifinalists earn points for their LEAP interview. Please refer to the official rating form for more information.