YOUTH LEADERSHIP · GRADES 6–12

Building Your Future

INDIVIDUAL OR GROUP

Part One: Leadership Skills Deck. Service-learning and action give you skills you may not have considered for your résumé or college/university applications. The cards represent nine key skills you build by giving and volunteering. Each card tells you what the skill is, what it looks like in real life, and asks you to find the time you already used it.

START HERE

Every challenge, project, pitch and act of service you've completed has helped you build real-world skills. You may already have more experience to put on a résumé, job application or college/university application than you realize.

The nine cards below help you identify those skills and connect them to experiences you've already had.

These are sample ideas, not a checklist. If yours does not match exactly, think of something from your own experience that relates.

PART ONE OF TWO

01 COMMUNICATION

Getting your idea across clearly, and listening well enough to understand someone else.

IN PRACTICE

> Explaining to a friend why a cause matters to you, or asking someone what kind of help they actually want before jumping in.

When have you already done this?

02 TEAMWORK

Working with people to finish something none of you could finish alone.

IN PRACTICE

> Splitting up tasks with others for a fundraiser, a cleanup, or a drive, so more gets done together than any one person could do alone.

When have you already done this?

03 INITIATIVE

Seeing something that needs doing and starting it without being asked.

IN PRACTICE

> Noticing something in your school or neighbourhood that needed help, and being the one who did something about it first.

When have you already done this?

04 PROBLEM-SOLVING

Finding a way forward when the first plan stops working.

IN PRACTICE

> A plan to help someone or support a cause hits a snag, such as low turnout, bad weather, or a cancelled event, and you find another way to make it happen.

When have you already done this?

05 CREATIVITY

Coming up with your own idea and finding a way to make it work.

IN PRACTICE

> Coming up with your own way to raise awareness, collect donations, or get people involved, something nobody suggested to you first.

When have you already done this?

06 ORGANIZATION

Keeping track of what, when, and who so nothing gets missed.

IN PRACTICE

> Keeping a list, a schedule, or a signup sheet straight for something you were helping run or take part in.

When have you already done this?

07 RESPONSIBILITY

Doing what you said you would do, especially when it stops being fun.

IN PRACTICE

> Following through on a commitment to help, even after the day got long or the excitement wore off.

When have you already done this?

08 ADAPTABILITY

Staying useful when the plan, the place, or the people change.

IN PRACTICE

> A volunteer shift, event, or plan changes at the last minute, and you adjust and find another way to contribute.

When have you already done this?

09 LEADERSHIP

Helping a group get somewhere good, with or without a title.

IN PRACTICE

> Getting others on board to help with something, or being the person people looked to when a group effort needed direction.

When have you already done this?

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Build Your Résumé

INDIVIDUAL OR GROUP

Part Two: Collect your information first. Do not design anything yet. Fill in every section you can, even roughly. Blank spots are fine, they just show you what to go do next.

About Me Name, address, email, phone number	
Education School, grade, expected graduation, and any courses, training or learning experiences that demonstrate relevant skills.	
Volunteer Experience Employers and schools love to see volunteer work. Include where, when, and what you actually did. Include one-time events. Include your giving and leadership experiences with 365give.	
Leadership Experience Times you organized, led, trained, or spoke for a group. A title is not required.	
Skills Pull these straight from your card answers on page one.	
Activities & Interests Teams, clubs, arts, coding, AI skills or experience, languages, anything you spend real time on.	
Achievements Awards, certificates, volunteer impact, milestones, or something you finished that you are proud of.	

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Say It Like a Résumé

INDIVIDUAL OR GROUP

One experience at a time. A résumé line is just a plain sentence about something real you did. Walk one experience through the four steps, then repeat it for the next one.

1. WHAT I DID	2. MY RESPONSIBILITY	3. SKILLS I USED	4. ACCOMPLISHMENTS
The activity, in normal words. “Helped at the food bank.”	The part that was yours to handle. “Sorted and packed donation boxes.”	Name them from page one. “Organization, teamwork.”	The result, counted if you can. “Packed 60 boxes in one shift.”

EXPERIENCE ONE

What I did _____

My responsibility _____

Skills I used _____

What I accomplished _____

Now write it as one line: responsibility + skill + result. Example: “Sorted and packed donation boxes at the local food bank, packing 60 boxes in a single shift.”

EXPERIENCE TWO

What I did _____

My responsibility _____

Skills I used _____

What I accomplished _____

My one line: _____

LOOK BEFORE YOU BUILD

Search “student résumé example” or “high school résumé example” and read three of them. Notice:

- Aim for one page.
- Short lines that start with a verb.
- Volunteering listed like real experience, because it is.
- No paragraphs, no fancy fonts, nothing hard to skim.

NOW BUILD IT

Open a free design tool like Canva and search for a résumé template. Pick a simple design and use your information to create a skills-filled résumé.

Save it as a PDF, name the file with your name, and ask a trusted adult to review it before you send it anywhere.