

# Resume Writing

The Ulman Cancer Fund for Young Adults, 4K for Cancer     June - August [2017]  
[Ride/Run Participant]

- Participated in a [49/70] day coast to coast [ride/run] raising over \$4,500 for The Ulman Cancer Fund for Young Adults.
- Engaged communities in [14] states through service events and community presentations to spread awareness of young adult cancer and the Ulman Cancer Fund mission.

Leadership Explanations

- Participated in a [49/70] day coast to coast [ride/run]
  - as a peer leader supervising 29 other young adults.
  - as a route leader confirming nightly hosts for a segment of the trip.
  - as a mission coordinator, confirming service events and scholarship presentations for 5 days.
- Oversaw risk management and team logistics through enforcement of safety policies and standard operating procedures.

# Cover Letters

For the past year I have been involved with The Ulman Cancer Fund for Young Adults and their program the 4K for Cancer. The mission of this program is to raise funds and awareness for young adults who have been impacted by cancer through a cross-country [RIDE/RUN]. As a member of the trip during the summer of [YEAR] I took on the goal of raising over 4,500 dollars.

- Furthermore, I took on the position of Leg Leader, which included securing hosts and food for our team each day.
- Additionally I was able to develop my leadership skills as [Ride/Run] Director managing a group of my peers and serving as a point of contact for professional staff.
- My experiences on the 4K have allowed me to sharpen my communication skills and understand the power of non-profit causes through my interactions with teammates, community members, and donors.

# Common Interview Questions

- Provide an example of a time you faced adversity and how you overcame it.
- What is the accomplishment you're most proud of?
- Discuss a time you're disagreed with a supervisor or colleague, how did you handle it? What would you do differently?
- What sets you apart from other candidates?
- How would your peers describe you?
- What role do you take on a team?

## Pro-Tips

- Always modify your resume to fit the job you are applying for.
- Consider conflict resolution, communication, and team development as skills you developed along the way.
- Be prepared to discuss a specific example of a time you learned something during your experience.
- During an interview look for an opportunity to discuss your experience as an answer to a question or in talking about yourself.
- Don't bring up the 4K during every interview question, as tempting as it is...