

## **Welcome to step 3: Cover Letter and Resume**

We would like to get to know you, as an applicant, a bit better. The information you provide us with in this step will help us decide if you are properly suited to participate in the outdoor leadership program we offer at Columbia.

This information also helps us place you together with a selection of other students that share similar abilities and experiences to ensure the best learning environment for you. These training teams are referred to as Alpha and Bravo Groups for the first semester, and then the groups are rearranged for the spring semester into Charlie and Delta Groups.

This is important so please take your time to do this well, and don't forget to have someone proof read and critique your work

### **Cover Letter (1 Page)**

In this cover letter we'd like to hear why you're interested in professional level outdoor leadership preparation. We'd also like to be assured that you're an enthusiastic, committed person who plans on working hard and applying yourself fully to the completion of this program. Finally we'd also love to hear about your passion for outdoor adventure based ministry.

### **Resume**

As you fill out your resume it's important for you to understand that it's ok not to have lots of significant outdoor experiences or professional accomplishments to list. However, we do wish that all our applicants are currently active as outdoor recreationalists at some level. If you haven't been active for a while or can't demonstrate much experience you may still be accepted but will likely be asked to join a local outdoors club and be involved over the summer before your enrollment.

Use the following headings as a guideline in creating your resume:

#### **Personal Information**

- Name
- Address
- Phone number
- E-mail

#### **Academics**

- High School
- College/University
- Trades training

#### **Outdoor Experiences**

- List the recreational activities you participate in
- Describe the frequency of your participation
- Describe the skill level at which you participate

- Name any outdoor related clubs/organizations you are active with
- Describe a few day trips you've been on
- Describe a few multi-day trips you've been on
- Provide any planned activities between now and the August start date

### **Work Experiences**

- Volunteer positions
- Leadership positions
- Jobs/trades
- Certifications

### **Fitness Routine**

- Type of activity
- Frequency and intensity

**Once the cover letter and resume are completed save them as two separate word documents and then attach them to an e-mail and send them directly to the program directors:**

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