



-ACES-

A Cultural Exchange Service

Tips for a great first impression

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We are excited that you are interested in a US summer camp experience. It is a wonderful way to meet new people, gain valuable work experience and to travel the US. Whether you are applying to be a camp counselor or a support staff member, you will enjoy the camaraderie and fun that camp has to offer.

We wanted to take a moment to give you some tips to highlight your resume and to give the best first impression. Look for the Tips in the White Boxes – the text provide just one example of many options...Be Yourself!

John Smith



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Gender: **Male**

Date Of Birth: **04/26/1991**

A picture and a brief Youtube introduction is a great way to present yourself to any potential employer.

Picture: A picture of you in a pub partying it up is probably not the impression you want to give. Try to pick a conservative picture or one that shows you in the sport or talent you are highlighting.

YouTube: Practice your introduction, be sure to highlight the talents you bring to camp and, like the picture, pick an appropriate place to record your intro. (no example shown)

Personal Statement

For many years I have worked with children in a variety of ways; volunteer assistant coach for the YMCA, tutoring, and babysitting. This opportunity will provide a unique experience to work with children of a wider range of backgrounds. Though there are many children from all walks of life, I believe each offers different talents, gifts and challenges. I feel I have a lot to offer but even more to learn.

I believe I can be versatile to meet the greater needs of the camp and the children but am most interested in the position as a tennis counselor. I have many years of experience in the sport, I play on the Varsity team here at the university and have assisted in coaching younger children through our local community. I have also coached soccer at the local level and I am active in volleyball and table tennis as well (I think you call it ping pong). In addition, as a counselor, I will ensure that each child's stay is a valuable one and that s/he fully benefits from and enjoys their time at camp. I welcome the opportunity to help children discover their hidden talents; to be proud of their accomplishments and to accept and to learn from their mistakes. I am hard working, enthusiastic and love making children smile. I am flexible, caring and patient.

Personal Statement: This section is your opportunity to tell the potential employer what you are looking for and why you believe they would benefit from your employment – and sometimes how you can benefit from the experience as well. Be humble and confident, not arrogant.

**You may want to go to the Placement Tab to view all of the possible keywords/positions camps tend to look for and play those strengths up.*





Skills & Expertise

Varsity Tennis/University Team
Tennis & Soccer/Assistant Coach Local Team
Volleyball/local team member
Table Tennis
Tutoring
Juggling

Skills and Expertise: Camp Directors look over thousands of applications each season. Most are trying to skim for skills they need in their staff and will then read through the rest. Be brief and use bullet points that are clearly visible. Include unusual hobbies and talents that will catch their eye and make you unique.

Employment History

Sep 2004 – Present Local Assistant Coach
Tennis and Soccer - Volunteer

*Organize and teach skill development drills, plan local matches, cheer team on

Sep 2005 – Apr 2009 Table Tennis Coaching,
Table Tennis Coach Assistant

*Coached team to #2 title

July 2007 – Sep 2007 McDonalds, Cashier

*customer service, accounting of drawer

Employment History:
Include basic information
and be brief, but do not
disregard volunteer work
you have done – it will
demonstrate hard work and
dedication. It builds on
your character.





Education

Sep 2007 - Present University
BS Physical Education

Sep – Dec 2008
Pedagogy Courses including
Soccer, Tennis, and Basketball

Nov 2009
Course Credit for volunteer hours
coaching tennis and soccer

Education: Most candidates include their university major to show their goals and highlight classes of particular interest that may relate to the position applying for

Ex. Culinary Arts Course – Level 3 (for a position as an assistant chef or prep cook in the kitchen)

Physical Education Course – Certificate in soccer, tennis and basketball. (for a soccer/tennis/basketball coach or general coach)

Marketing Course - (for an office position)

If your grades are excellent, don't be afraid to show them, it will show your commitment to excellence.



Placement Preferences

I would like to be in a Co-ed camp and if it's possible to be on the east coast of America.



Placement Preferences: If you have a particular type of camp in mind or a particular location, include it here but be careful not to be too specific where it may limit you to very few camps looking for your skills. When including a preference, include wording that shows your flexibility as well.

Desired Position:

Counselor, Tennis, Soccer, Table Tennis, Volleyball



Desired Position: The keywords that you chose in the Placement Tab of the application show here and indicate to the directors the positions for which you want to be considered. Choose the positions you would like to take on but be sure you have experience in the areas you choose as well. If you choose "tennis" make sure you have explained your experience in tennis either as an athlete or a coach.

We hope that our tips have been helpful...just a few more notes to consider.

Camp Counselors: For those of you applying for counselor positions, you must emphasize a skill that you can assist in or teach. Most camps are not looking for general counselors but skilled athletes or instructors that can fill a dual role. Keep in mind, the skill does not have to be in a common sport and can be in archery, fencing, Judo, drama, pottery, music, drawing, etc.

****For Candidates applying from countries where English is not the first language, camps will only consider you for a counselor role if you have strong skills and your English is great. – YouTube is key here.***

Support Staff: Camps are always looking for support staff, those who help in making the camp run smoothly. If you are interested in a support staff position, be clear in the keywords you choose in the Placement Tab.

****For Candidates applying from countries where English is not the first language, English skills need to be fair/good for support staff roles. This is the perfect opportunity to practice in a US setting.***

****Culinary and Office positions require training or experience.***

We'll be looking for YOUR application, soon!