



**Common Errors with Torch Award Resumes**  
**Prepared by Jacob Taylor, Michigan BPA Torch Awards Coordinator**

1. Not using proper grammar
  - All activities must be submitted in complete sentences with proper punctuation and proper capitalization.
2. Not using proper BPA names for Workplace Skills Assessment Program events and conferences
  - BPA members attend Leadership Conferences, not Regionals, States, Region Competitions, etc.
  - All WSAP events should be listed with their proper event names as found in the WSAP Guidelines.
  - BPA conferences and WSAP events are proper nouns and should be capitalized.
3. Not using enough description for activities; most activities require more detail than just rewriting the activity in a complete sentence
  - Incorrect: I attended a Regional Leadership Conference.
  - Correct: In 2018, I attended the Regional Leadership Conference for Region 5 at Bay College.
4. Activities that are worth 15 or 20 points require enough detail to warrant the amount of points. This will most likely be multiple sentences and ensures the effort that went into the activity warrants the allocation.
5. Only activities that were completed while an active member of the current division you are a member of may be counted
  - Example: If a high-school member was in the Middle Level Division, only activities since becoming a Secondary Division member may be counted.
6. Using the same event for multiple different activities
  - Example: If a member completed a service project, that service project can only be used for one activity throughout the whole resume.