

How Service Experiences Serve You on Your Resume

If you don't have many related job experiences, highlighting volunteer and service experiences can be a huge asset. Many people narrowly think about their skills in terms of the jobs they have held instead of the skill-building experiences they have had. Their resumes either omit or minimize these experiences by relegating them to a brief section at the bottom of the page. Below are some generic examples of how to list your experiences.

FEW RELEVANT JOB EXPERIENCES

If you have very few paid experiences or they are not relevant to the work you are seeking, consider highlighting the skills you received from your service experiences just as you would your paid experiences. Be sure to list your position as volunteer

“Fundraising Event” (*Use actual title, such as KU Dance Marathon, Relay for Life, etc.*)

Volunteer 2011 - 2012

- Recruited and coordinated x number volunteers ...
- Organized catering for ...
- Created marketing ...
- Maintained budget ...

“Service Organization” (*Again, list specific organization, such as your club, sorority, etc.*)

Vice President 2011-13

- Effectively upgraded the organization's financial reporting system which ...
 - Facilitated weekly board/staff meetings to determine ...
 - Wrote article about _____ that was published in the _____ agency's monthly newsletter.
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SUBSTANTIAL RELEVANT WORK EXPERIENCE

If you already have substantial and relevant work experience for a position you are seeking, the following examples may work for you.

Community Service

- Make a Wish Foundation 2011-Present
- Friends of the Children 2010-2011

Community Service

- “Achievement Award” for fundraising efforts on behalf of the Literacy Project, Olathe, KS (2013)
 - “Letter of Appreciation” from Just Food (2012)
 - “Excellence in Service Learning Award” from the KU Center for Civic & Social Responsibility (2012)
 - “Appreciation” plaque from Kansas Humane Society/Project Heart (2011)
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A Good Idea

Research the companies to which you are applying to see if service is part of their mission and determine if they support certain issues, such as sustainability, cancer research, poverty, etc. You may find that you share an interest in a social issue, which you could highlight on your resume or cover letter.

For additional resources and assistance, we highly recommend utilizing the **University Career Center** to develop a resume that will maximize your strengths and highlight relevant skills for the jobs you are seeking. <http://www.ucc.ku.edu/>