

## HOW TO PRESENT COMMUNITY ENGAGEMENT EXPERIENCE ON A RESUME

### The One-Time Volunteer Experience:

The one-time volunteer experience most often is not directly relevant to the job position a person is applying for, but that does not make the experience any less rewarding or important. Many volunteer opportunities build skills that are able to be transferred across many different career paths and positions. Also, employers like to see that an applicant has interests outside of work and plays an active role in the community.

- Where do I incorporate volunteer experience on my resume?  
The best place to put volunteer experience is in a separate section, located after “Work Experience,” heading it with a title such as, “Community Involvement” or “Volunteer Experience.”
- When incorporating volunteer experience on your resume, provide information that is:
  - Specific:
    - Do not use “Volunteer” as a title – use a title that describes the job you did
    - Instead of saying, “helped with” or “assisted with,” describe through concrete action verbs the work you accomplished
    - Take the time to reflect on the work you achieved through the volunteer experience – presentation skills, writing newsletters, coordinating projects or training others on a site are skills that are transferable to many career areas.
  - Quantifiable: Provide quantifiable results as well as a description of the service performed
    - (Ex: amount of money raised, number of clients served, or number of newsletters created and distributed)
- Examples to help you incorporate into your resume:

**COMMUNITY INVOLVEMENT:**

**Dog Kennel Assistant**, the Coulee Region Humane Society: Onalaska, WI

- Exercise and socialize 15-30 dogs in the outdoor dog-run area.
- Maintain cleanliness of all dog cages and ensure food and water bowls are full.
- Assist in the bathing and grooming of dogs.

**Food Distributor**, Wafer, La Crosse, WI

- Distribute food to senior citizens in the community through the Senior Share program.
- Serve approximately 20 elderly households during a two hour shift.
- Sort, load and unload goods for delivery.

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### Relevant Volunteer Experience and Service-Learning:

Volunteer and service learning experience that a student participates in, whether required by a class or just to learn a bit more about the career they will be entering into, is great work experience and can boost your odds of getting offered positions. It is especially helpful when switching careers or as a student right out of school with no work experience specific to his/her professional field.

- Where do I incorporate relevant volunteer and service-learning experience on my resume?  
The best place to highlight your relevant volunteer experience is in a new section, following “Work Experience,” heading it with a title such as “Relevant Experience,” or “Service Learning Experience.”
- When incorporating relevant volunteer and service-learning experience on your resume, provide information that is:
  - Specific:
    - Do not use “Volunteer” as a job title – use a title that describes the job you did
    - Instead of saying, “helped with” or “assisted with,” describe through concrete action verbs the work you accomplished
    - Take the time to reflect on the work you achieved through a service experience – presentation skills, writing newsletters, coordinating projects or training others on a site are skills that are transferable to many career areas.
  - Quantifiable: Provide quantifiable results as well as a description of the service performed
    - (E.g. amount of money raised, number of clients served, and number of newsletters created and distributed).
- Examples to help you incorporate into your resume:

#### **RELEVANT EXPERIENCE:**

##### **Marketing Assistant, Hunger Task Force, La Crosse, WI**

- Designed template for a monthly newsletter, highlighting events, concerns and needs around The Hunger Task Force organization.
- Created nine newsletters for the Hunger Task Force during the 2014-2015 academic year.
- Edited the content and designed graphics for the Hunger Task Force brochure.

##### **Project Leader, Fun Fur Pets, La Crosse, WI**

- Designed a fire escape plan that would be efficient and safe for all kenneled animals.
- Created a solution to the “unfriendlies,” dogs in isolation for the fire escape plan.
- Coordinated and arranged services with neighboring businesses for safe, animal holding space.