

HIGHLIGHTING SERVICE

ON YOUR RÉSUMÉ

Looking to emphasize your service experience on your résumé? These tips are designed to show you ways to make your résumé and service experience stand out. For each tip, there is both a “two-star” and a “four-star” sample bullet point statement.

1 Showcase Your Commitment to Service

- Include any positions held for a significant amount of time to demonstrate your commitment to the service program.
- Sample bullet point statements:
 - ★★ Volunteer at a homeless shelter with teens.
 - ★★★★ Create safe and welcoming space for homeless youth by organizing recreational and educational activities at the shelter three hours per week throughout the academic year.

2 Demonstrate Passion for the Cause(s)

- Include volunteering experiences or activities in which you worked towards a cause or social issue, such as homelessness, education, healthcare, etc.
- Sample bullet point statements:
 - ★★ Tutor fifth-grade students in Hartford, CT.
 - ★★★★ Serve as a role model and tutor for a group of 20 racially and socioeconomically diverse fifth-grade students at King Philip School in Hartford, CT.

3 Feature Leadership Experience

- Describe the specifics of your responsibilities, as well as the results of your leadership.
- Expand upon your experiences with management and specify what tasks they entailed (e.g., recruitment, selection, training, etc.).
- Sample bullet point statements:
 - ★★ Create new marketing strategies for volunteer program.
 - ★★★★ Increase volunteer recruitment by 50% by creating and executing new marketing plan utilizing social media platforms.

4 Illustrate Your Collaboration and Teamwork Abilities

- Elaborate on your experiences working in a team environment and programs that require you to collaborate with others.
- Sample bullet point statements:
 - ★★ Serve on executive board.
 - ★★★★ Communicate effectively with executive board in order to organize monthly volunteering events to serve the local community.

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Establish Your Problem-Solving and Critical Thinking Skills

- Provide examples of situations in which you successfully demonstrated critical problem-solving skills.
- Sample bullet point statements:
 - ★★ Raise funds for the American Cancer Society.
 - ★★★★ Overcome operating deficit by developing and implementing new fundraising plan for the American Cancer Society.

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Key Words & Phrases for the Social Sector

- Words and phrases that are commonly used on résumés for individuals in the social sector include:
 - Collaborate
 - Community
 - Leadership
 - Fundraising
 - Teamwork
 - Reflect
 - Passion
 - Critical Thinking
 - Resource Management
 - Volunteer Management
 - Community Organizing
 - Service-Learning

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Key Skills for the Social Sector

- The following are examples of significant skills to showcase on your résumé when applying to service-related positions:
 - Assessment
 - Evaluation
 - Consulting
 - Data Analysis
 - Grant Writing
 - Research
 - Writing

Resources

CCD Résumé Guide | [Résumé & Cover Letter Guide](#)

CCD Résumé Samples | [Résumé Sample Binder](#)

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