

HOW TO PRESENT RELEVANT SERVICE EXPERIENCES AND COMMUNITY-BASED LEARNING ACTIVITIES ON A RÉSUMÉ

Relevant Service Experience & Community-Based Learning Activities:

Whether it's required for a course or simply for your own development, participating in community service and/or community-based learning activities is an excellent way to build work-like experiences to highlight to employers. Writing about these experiences in ways that relate to the jobs you apply for will boost your odds of being invited to interview. Doing this is especially helpful if you are switching careers, if you are returning to the workforce or if you are a recent graduate with no work experience specific to your field.

Where do I incorporate relevant service experiences or community-based learning activities on my résumé?

The best place to highlight these experiences is in a new section, either before or after your "Work Experience" section, depending upon which is more relevant and recent. Both community service and community-based learning activities can be placed into this one category and it can be titled "Relevant Experience," "Other Relevant Experience," or (if you're only highlighting community-based learning activities) "Relevant Course Projects."

When incorporating relevant service experiences and community-based learning activities on your résumé, provide information that is:

Specific:

- Do not use "Volunteer" as a job title – use a title that describes the role or function you performed
- Instead of saying, "helped with" or "assisted with," describe through concrete action verbs the work you accomplished (see pages 23-24 of the [Resume Handbook](#) for examples)
- Take the time to reflect on the work you achieved through your 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 (e.g. amount of money raised, number of clients served, number of newsletters created, etc.) to showcase your contributions
- Employers' understanding of your service projects will vary significantly, so thoroughly describe the roles and functions you performed to avoid misunderstandings
- Showing the numerical value of your work not only highlights your successes, but also assists employers in assessing the organizational value of your experiences

Tailored to the Position:

- Don't make employers guess how transferrable your experiences are – use the language they use in their organizations to describe what you did through your experiences
- Align the language you use in your résumé to the language found in the position description
- Unrelated service experiences are still valuable, but should be placed in a separate section entitled "Additional Experience" or "Community Service History."

EXAMPLES OF RELEVANT SERVICE EXPERIENCES AND COMMUNITY-BASED LEARNING ACTIVITIES ON A RÉSUMÉ

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 2017-2018 academic year
- Edited the content and designed the graphics for the Hunger Task Force brochure

Graphic Design Artist, New Horizons Shelter and Outreach Center, La Crosse WI

- Provided digital media and graphic design assistance for outreach programs, community resources, and advocacy networks
- Designed organization's new brochure, business cards, and four new website page layouts

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

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 "unfriendly" dogs in isolation for the fire escape plan
- Coordinated and arranged services with neighboring businesses for safe animal holding space

Dog Kennel Assistant, 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

Environmental Educator, WisCorps, La Crosse, WI

- Assist in the planning and execution of various WisCorps events, including Aldo Leopold Weekend, the Earth Fair, and the Migratory Bird Day Celebration
- Facilitate four Introduction to Environmentalism sessions to community members each month

Baseball Coach, YMCA Inclusion Department, La Crosse, WI

- Coach nine players with varying ability levels and teach them to work together and have fun
- Connect every player to Miracle League resources, activities, and events

Read to Success Tutor, School District of La Crosse, La Crosse, WI

- Assisted in reading skill development by tutoring two third-grade students for 30 minutes every week
- Increased student reading comprehension by an average of 70 Lexile levels
- Facilitated additional reading services for students below third-grade reading level