

Postgraduate Service Résumé Tips

Applying to a postgraduate service program? Here are some tips and sample bullet points to make your résumé stand out and show the skills that will make you a successful volunteer. Looking for general résumé help? Check out the Center for Career Development's Résumé and Cover Letter Guide.

1. Show your **commitment to serve**

- Include any positions held for a significant amount of time to show that you are able to commit to the service program.

Good: Volunteer at homeless shelter.

Better: Volunteer at community homeless shelter for 3 hours each week throughout the academic year.

2. Demonstrate **passion for social justice and experience with diversity**

- Include volunteering experiences or activities in which you worked towards a cause or social issue, such as homelessness or health care.

Good: Tutor fifth-grade students in Hartford.

Better: Serve as role model and tutor for a group of diverse fifth-grade students.

3. Include leadership **experience**

- Describe your responsibilities as a supervisor and what resulted from your leadership.
- Expand on your experiences with management and the aspects involved (i.e. recruitment, selection, training).

Good: Create new marketing strategies for volunteer program.

Better: Increase volunteer recruitment by 50% by creating and executing new marketing plan utilizing social media expertise.

4. Illustrate your ability to **work with people and in a team**

- Elaborate on your experiences working in a team environment – programs require you to collaborate with others.

Good: Serve on executive board.

Better: Communicate effectively with executive board to set weekly goals.

5. Elaborate on your **problem solving and critical thinking skills**

- Provide examples of situations where you have successfully demonstrated critical problem solving skills.

Good: Raise funds for American Cancer Society.

Better: Overcome operating deficit by developing and implementing new fundraising plan for organization.

6. Showcase special **talents**

- Be sure to do research and include language proficiency or specific credentials as appropriate.
- Many programs also value cross-cultural experiences with diverse groups of people. Make sure to look at the website of the program to do research on the qualifications.

Good: Participate in a dance group.

Better: Perform with 15 other dancers in a dance group for 4 years averaging 30 performances a year.

Key words in the Industry:

- Service-Learning
- Collaborate
- Community
- Leadership
- Resource Management
- Fundraising
- Teamwork
- Critical thinking
- Reflect
- Commitment
- Passion
- Volunteer Management
- Community Organizing