

Volunteer Experience

Benefits of Volunteering

- Gain hands-on experience in your chosen career field
- Develop professional and career-related skills to enhance your resume
- Allows you to explore various career fields and work environments
- Make industry-specific network connections that may serve as references
 - <http://crew.cc/documents/reference-page-resource-sheet.pdf>

Getting Started

- Identify organizations or companies that are related to your chosen career field
- Determine your time commitment by looking at your schedule and availability
- Decide what type of experience you would like to have and skills you would like to develop

How To List On Resume

- Experience
 - Long-term volunteer work, something you do consistently over an extended period of time, can be utilized as related work experience
- Activity
 - Volunteer work that includes helping with a one-time only, or annual event, can be listed under an activities section

Resources

- Center for Non-Profit Excellence, www.cnpe.org
- LinkedIn Volunteer site, <http://volunteer.linkedin.com>
- Louisville Metro Volunteering, <http://www.louisvilleky.gov/Volunteer/>
- Volunteer Match, <http://www.volunteermatch.org>
- UofL Office of Community Engagement, www.louisville.edu/communityengagement
- Louisville Metro Government, www.louisvilleky.gov/volunteer.htm

Co-Curricular Activities

Benefits of Participating in Co-Curricular Activities

- Make connections with others that have similar career goals and interests
- Activities can serve as career-related experience (regardless of pay) to enhance your resume
- Develop paraprofessional skills to highlight skills employers seek in candidates. View the Top Ten Skills at <http://crew.cc/services/resume/top-ten-skills/>

How to List on Resume

- Experience
 - Long-term activity with an organization can be utilized as related work experience
 - For example: You have been a member of the Student Activities Board for 2 years and for 1 year you served in a leadership position. Describe this experience by using a bulleted list under a related experience section
- Activity
 - Short-term activity and/or general membership in an organization can be listed under an Activities section with the name of the organization and years of membership
 - For example: UofL Student Activities Board Member, August 2013 – Present

Resources

- UofL Student Organizations: <http://louisville.edu/studentactivities/student-orgs/student-organizations>
- JCTC Student Organizations: http://jefferson.kctcs.edu/en/Student_Life/Activities_and_Organizations.aspx