

# Volunteering and Your Resume

**We make a living by what we get, we make a life by what we give. — Churchill**

## Here's Why...

### Volunteering:

- Shows your commitment to community
- Builds real world skills
- Matches your passions with needs
- Another way to network and meet all kinds of people
- Provides a way to explore different fields of interest
- Looks great on a resume



## Here's How...

You can find advice on the web for ways to list your volunteer experience on your resume. Susan J. Ellis, noted expert in volunteer management, suggests:

- Integrating your volunteer work into the section of your resume called "Work Experience."
- Don't use volunteer as a job title. If you did tutoring then use the title "Tutor". If you coordinated a project then use the title "Project Coordinator."
- Describe the volunteer work in terms of your achievements.
- Take the time to analyze what you learned as a volunteer.

For more information go to <http://www.charityguide.org/volunteer/motivation/resume.htm>.

Volunteering shows a level of involvement in the community that transcends the ordinary. It shows that a person has matured beyond their own self interest, and they are willing to put the interests of others in the forefront. Volunteering provides lots of great experience in team building, leadership, and skill development. For a student with little work experience, I think solid volunteer experience is almost equivalent. — Karen Ross, Manager of Community Relations, NV Energy



Any questions?

Call us at (775) 825-1900

[www.nevadavolunteers.org](http://www.nevadavolunteers.org)

Volunteers don't necessarily have the time, they just have the hearts. — Unknown Author