

How to Showcase Involvement on Your Resume

Wondering how to highlight all of your involvements? Have volunteer or club experience but not sure how to include it? These can help future employers get to know you, especially if your work experience is limited. Here are some examples and tips!



Tip: Highlight times you were able to effectively problem-solve, as well as examples of soft skills learned like communication and teamwork.

Types of Involvement

Service

Volunteer roles can be a valuable tool to both learn and demonstrate important workplace skills. Just as you would list a job, highlight your roles, contributions, and skills learned.

Second Harvest Food Bank Feb 2023- Aug 2023
Food Pantry Volunteer

- Distributed food to thousands of local program beneficiaries
- Collaborated with other volunteers to organize three truckloads of food weekly
- Coordinated with director to host food drive at current school

Leadership Roles (Clubs, Orgs, etc.)

Include a brief description of the organization, your role or position held, responsibilities, and key contributions. Quantify your impact when possible.

American Marketing Association Sept 2021 - May 2023
Vice President of Communications

- Increased semester membership by 30% through campus outreach
- Led team to create marketing materials for STRIVE Marketing course
- Attended AMA Marketing Competition in 2022 and placed first

Case Competitions & Projects

Clearly define your role and contributions within your case competition or project. Highlight specific responsibilities, leadership roles, and your impact on the team's performance or project's outcome.

Global Investment Case Competition Jan 2021

- Achieved 1st place in a competition with fifty participating teams
- Worked in a team to create a plan to protect growth challenges faced by investment firms
- Documented and cited research, extrapolated data into graphs and charts, and helped to create a project proposal and presentation

For resources on resume writing, visit the QR code here!



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