

Continue



How to mention volunteer work in resume

back Volunteering is a great way to acquire new skills, network with professionals, and make a difference in your community. When it comes time to update your resume, incorporating your volunteer experiences may give you a competitive edge. The key is to present your volunteer experience in a manner that highlights the relevant skills you've gained and what you've accomplished. Begin by examining the volunteer work you've done and identifying the skills that would be most applicable to the job you're seeking. For example, if you volunteered at an animal shelter, you might have developed strong communication and teamwork skills while coordinating with other volunteers and shelter employees. Or, if you volunteered as a tutor, you could highlight your ability to effectively teach complex subjects and demonstrate expert problem-solving skills. Identifying Your Volunteer Experiences Start by making a list of all your volunteer activities, including the organization, your role and responsibilities, and the length of time you were involved. For example: Nonprofit Organization A - Volunteer Coordinator (6 months) Community Event B - Event Volunteer (one-time event) Local Animal Shelter C - Dog Walker (3 months) As you review your list, consider the skills and knowledge you gained from each experience. This could be anything from project management to customer service or even special skills like event planning or social media promotion. Next, prioritize your experiences by relevance for the job you're applying for. This means considering which volunteer activities showcase the most important skills, expertise, and qualities that the employer is looking for. After you've identified the most relevant volunteer experiences, it's time to think about how to present them on your resume. One effective approach is to include a dedicated volunteer work section, ideally located near your professional experience section. This allows you to highlight valuable skills and experiences while also demonstrating your commitment to giving back. Where to Place Volunteer Work on Your Resume Main Experience Section Consider placing volunteer work in your main experience section if it relates closely to the job you're applying for. For example, if you have volunteered as a veterinarian assistant, it would be relevant to include this experience with your professional work history. When listing volunteer work in the main experience section, it should be formatted similarly to your regular employment: Organization Name, City, State Your role/job title Duration (Month Year - Month Year) Key accomplishments or responsibilities (use bullet points to make these easier to read) Separate Volunteer Section If your volunteer work is not directly related to the job you're applying for, or if you already have extensive relevant employment experience, it might be more appropriate to create a separate volunteer section on your resume. This section should come after your main experience section, but before the education and skills sections. In the separate volunteer section, you can still emphasize how these experiences contributed to your personal and professional growth. List your volunteer experiences by following the same format as the main experience section. Volunteer Work on a Resume: 30 Examples 1. Community Service Volunteer - Organized weekly community clean-up events, managing teams of 20+ volunteers - Coordinated with local businesses for resource contributions 2. Hospital Volunteer - Provided companionship and support to patients, improving their hospital experience - Assisted nurses with non-medical tasks to enhance patient care 70 Example Phrases & Template: Recommendation Letter for an Employee 3. Animal Shelter Volunteer - Cared for and socialized animals to prepare them for adoption - Implemented a new system for tracking animal vaccinations and health records 4. Youth Mentor - Mentored a group of 10 high school students, providing academic and personal guidance - Developed and facilitated workshops on college readiness and career exploration 5. Event Planning Volunteer - Played a key role in organizing annual charity gala, raising over \$50,000 - Managed logistics, including venue selection, catering, and guest list coordination 6. Environmental Conservation Volunteer - Participated in reforestation projects, planting over 1,000 trees - Educated the public on sustainability practices through workshops and presentations 7. Disaster Relief Volunteer - Assisted in rebuilding efforts after local flooding, contributing over 200 hours of service - Distributed food and supplies to affected families 8. Volunteer Tutor - Provided weekly math tutoring to underprivileged students, resulting in a 25% average grade improvement - Created personalized lesson plans and practice exercises 9. Food Bank Volunteer - Organized food drives that collected over 3 tons of food for the local community - Streamlined the food sorting process, increasing efficiency by 30% 10. Special Olympics Volunteer - Coached a team of 15 athletes, leading them to win gold in regional competitions - Coordinated travel and accommodations for team events 11. Habitat for Humanity Volunteer - Contributed to the construction of 5 homes for low-income families - Led a team of volunteers in framing and drywall installation 12. Volunteer Fundraiser - Spearheaded a crowdfunding campaign that raised \$10,000 for a local animal rescue - Developed marketing materials and social media strategies to promote the campaign 13. Library Volunteer - Managed book inventory and assisted patrons with locating resources - Organized weekly storytime sessions for children, fostering a love of reading 14. Crisis Hotline Volunteer - Provided empathetic support to individuals in crisis, contributing to a 20% increase in positive outcomes - Completed 60 hours of specialized training in crisis intervention techniques 15. ESL (English as a Second Language) Volunteer Teacher - Taught English to adult learners, helping 30+ students achieve conversational proficiency - Developed culturally sensitive teaching materials 16. Nonprofit Board Member - Served on the board of a local nonprofit focused on youth development - Participated in strategic planning and fundraising efforts 17. Volunteer Translator - Provided translation services for a community health center, improving access for non-English speakers - Translated over 200 pages of health education materials 18. Legal Aid Volunteer - Assisted in providing free legal services to low-income individuals - Conducted legal research and prepared case documents under attorney supervision 19. Volunteer Web Developer - Designed and maintained the website for a local charity, increasing online donations by 40% - Implemented SEO best practices to enhance the site's visibility 20. Art Program Volunteer - Facilitated art workshops at a community center, inspiring creativity in 50+ participants - Curated a successful art exhibit showcasing local talent 21. Senior Center Volunteer - Organized social activities and outings for seniors, improving community engagement - Provided tech support, helping seniors connect with their families online 22. Volunteer Coach - Coached a youth soccer team, emphasizing teamwork and sportsmanship - Organized fundraising events to support team equipment and travel expenses 23. Public Health Volunteer - Supported public health campaigns by distributing educational materials and organizing community events - Conducted surveys to assess the impact of health initiatives 5 Inspiring Examples: Writing a Motivation Letter (Key Elements) 24. Music Therapy Volunteer - Performed weekly music sessions at a local hospital to enhance patient well-being - Collaborated with therapists to tailor sessions to individual patient needs 25. Museum Docent - Led educational tours, engaging visitors with the museum's exhibits - Assisted in the development of new exhibit materials and interactive displays 26. International Volunteer - Taught English and basic computer skills in a rural community abroad - Assisted with the development of a local microfinance program 27. Volunteer Social Media Coordinator - Managed social media accounts for a nonprofit, growing the follower base by 500% - Created engaging content that increased audience interaction 28. Literacy Advocate Volunteer - Participated in reading programs at local schools, helping to improve literacy rates - Organized book donation drives to provide resources for underfunded libraries 29. Volunteer Research Assistant - Supported a university research project by collecting and analyzing data - Co-authored a paper on the project's findings, which was published in a peer-reviewed journal 30. Homeless Shelter Volunteer - Assisted with daily operations at a shelter, providing meals and support to residents - Developed a job search workshop to help residents gain employment How to Describe Your Volunteer Work Use Action Verbs It's important to use action verbs to describe your duties and accomplishments in your volunteer work. This helps create a strong impression on the reader and showcase your proactive nature. Examples of strong action verbs: Collaborated Organized Implemented Assisted Led Promoted Coordinated Mentored Facilitated Developed Quantify Your Impact When describing your volunteer work, try to quantify your impact whenever possible. This helps provide more context and shows the impact of your contributions. Examples: Coordinated a team of 15 volunteers Raised \$5,000 for a local charity Organized a charity event with over 200 attendees Contributed 120 hours of tutoring Assisted in the construction of three homes for low-income families Led a group of ten in weekly park cleanups Mentored 50 students in an after-school program Facilitated team-building exercises for 100 employees Developed and implemented a new training curriculum Served meals to over 500 people in need Tailoring Your Volunteer Experience to the Job Description Emphasize the relevant skills you gained during your volunteer experiences by relating them to the job you're applying for. This helps demonstrate how your volunteer work has prepared you for the position. Examples: Improved interpersonal communication through tutoring sessions Developed leadership abilities as a team coordinator Strengthened problem-solving skills as a volunteer mediator Enhanced project management abilities by organizing events Acquired customer service experience through volunteer receptionist duties Gained public speaking skills through community outreach presentations Developed multitasking abilities in a busy office setting Improved teamwork skills through group collaborations Enhanced negotiation skills through sales fundraising efforts Strengthened event planning skills by leading committee meetings Carefully read the job description and make note of the key requirements and skills the employer is looking for. You can then try to match these with your volunteer experiences. Frequently Asked Questions What are some ways to present volunteer work on my resume? You can present volunteer work on your resume in a few different ways, depending on how closely it relates to your desired job and how much experience you have. For example, Create a separate Volunteer Work section: This approach is suitable if your volunteer experience is not directly related to your career goals but still demonstrates relevant skills and responsibilities. Include volunteer work within your Professional Experience section: If your volunteer experience aligns with your career goals or if you have minimal professional experience, present it alongside your paid positions. Highlight related volunteer work under your Skills section: If your volunteer experience helped you gain specific expertise, showcase those skills in your Skills section and mention the relevant volunteer work. 3 Examples: Job Application Email (with Tips) Can you provide a description for including volunteer experience in a resume? When including volunteer experience in your resume, it's important to provide details such as the organization's name, your role or position, the dates you volunteered, and a brief description of your accomplishments and relevant responsibilities. For example: Volunteer Work Tutor, (...) Youth Center, June 2022 - August 2023 Provided tutoring in math and English to underprivileged high school students, resulting in improved grades of over 90% of participants. How should a student with volunteer experience showcase it on their resume? As a student with limited work experience, emphasizing your volunteer work can demonstrate your skills, initiative, and commitment to potential employers. You can: Include your volunteer work in a dedicated Volunteer Experience section, or even within your Work Experience section if it's directly related to your career goals. Highlight key skills gained through your volunteer work in the Skills section, mentioning specific achievements where possible. If relevant, mention any leadership roles or significant responsibilities within your volunteer work. In what manner can I detail my contributions in volunteer positions? When detailing your contributions, focus on accomplishments and the impact you made through your volunteer work. To do this, use action verbs, quantify results, and emphasize outcomes. For example: Volunteer Work Event Coordinator, Nonprofit Fundraiser, May 2023 - July 2023 Organized an annual charity event that raised over \$10,000 for children's educational resources, resulting in a 20% increase in funds compared to the previous year. Is it beneficial to describe volunteer activities in a resume, and if so, how? Yes, describing volunteer activities in a resume can be beneficial as it showcases your transferable skills, commitment to the community, and ability to collaborate. To describe your activities effectively, Focus on any tasks that demonstrate relevant skills for the position you are applying for. Be specific in describing your role, responsibilities, and accomplishments. If possible, quantify the impact of your activities, e.g., dollars raised, number of attendees, or percentage improvements. Are there any specific words or phrases that effectively convey volunteer experiences? To effectively convey your volunteer experiences, use action verbs and descriptive language that highlights your accomplishments and transferable skills. Examples: Collaborated Coordinated Developed Facilitated Implemented Initiated Led Managed Organized Supported These words can show potential employers that you were actively engaged in your volunteer work and achieved meaningful results. If you lack paid work experience, volunteer experience could be a great way to make up for it. For example, unlike paid jobs, it's easier to advance to higher positions with more responsibilities as a volunteer. As a result, this can provide you with a tremendous amount of experience and transferable skills to improve your actual career. 2) Showcasing your character Having a strong background in volunteering can indicate your strength of character to employers. Not only does it showcase your work ethic but it also indicates a passion and care for your local community. This is something that can be very admired by local businesses! 3) Boosting an employers interest Listing your volunteer experience can give employers a better sense of your interests and passions. In turn, this can boost the employer's interest in your background and story, pushing them to invite you to an interview. Volunteer experience consists of any unpaid work you completed outside of work for internships or apprenticeships. There's many different types of volunteer work that you can take part in. Some commonly seen examples are: Community Service This type of volunteer work helps to uplift and support the community. Examples include helping with a community garden, cleaning up highways, or aiding in natural conservation. Volunteer Freelancing If you're a freelancer, doing free work for a nonprofit or startup can classify as volunteer work. This can help you to both build a portfolio and grow your professional experience. Sports and Events Most sporting events use the help of volunteers to help manage stadiums and to direct visitors during games. Other major events that utilize volunteers include concerts, music festivals, conferences, and fairs and can help you build skills in community organizing and leadership. Social Work Social work in volunteering pertains to work that helps the people in the community. This can include women's empowerment groups, child mentor programs, and community development. Healthcare Community clinics and other free or low-cost health resources rely on the help of volunteers. This goes for both human healthcare and animal healthcare! Many doctors and veterinarians offer volunteer programs. Where should I list my volunteer experience on my resume? There are two main locations to list volunteer experience on a resume: 1) Create a dedicated volunteer experience section This section will be separate from your work experience section. Depending on the type of resume format you use, your volunteer experience can vary in size and how much space it takes up. 2) Your work experience section If you do not have enough work or volunteer experience to fill an entire section, then you should add the volunteer work to your work experience section. Volunteer roles where you held leadership positions are especially good to include. No matter where you list your volunteer experience, you should also keep in mind relevancy and timeliness. This means how recent the volunteer experience occurred and how it relates to the job you are applying for. For instance, you may currently hold a position on a budgetary board for a local nonprofit. If you are applying for a job in business administration, this volunteer work could be relevant and interesting to the hiring manager. Need more advice on where to list sections and information on your resume? Take a look at our guide on How to Organize Your Resume with Resume Layout Examples. A volunteer experience section on your resume is a section dedicated to listing and describing your unpaid work. This dedicated volunteer work section can be a great addition to your resume. It can provide further insight into you as a person and stand as a testament to your work ethic. When creating a volunteer experience section, it is best to think of it similarly to your work experience section. Each entry should include: Your position title (e.g. volunteer, crew member, committee member, etc.) Your dates of involvement Short descriptions of your responsibilities and accomplishments You never want to be overly vague in your work experience section. The goal should be to draw clear connections between your skills and your volunteer work. When should I put volunteer experience in its own section? There are two main scenarios in which you should place volunteer experience in its own section: When you have several examples of both work and volunteer experience When you have only volunteer experience If you only have some work experience and some volunteer experience, we recommend creating a combined work experience section. This will include both your paid and unpaid work, all under the umbrella of "work." Remember, you never want to include paid work experience in a section titled "Volunteering Experience". What resume format is best if I only have volunteer experience? If you are creating a resume with limited work experience, you might wonder how you would place greater emphasis on your volunteer experience. The most standard resume format used by job applicants is the Reverse-Chronological resume. This type of resume places the main focus on your work experience. It examines your most recent job example and works backward from there. However, there are actually two other formats you can consider using as well: The Functional Resume: Functional resumes take the focus off of work experience and shift it onto skills and unpaid work. This format is ideal for students and recent grads without much paid experience. It also suits workers returning from a gap in their employment. The Hybrid Resume: A Hybrid resume will combine elements of both the Reverse-Chronological and Functional resumes. This is often suited for job applicants who have some work experience or older gaps in their employment. Both the Functional and Hybrid formats may be more useful to you if all you have is voluntary, unpaid experience. These formats will allow you to focus on the experience you gained and the skills you developed through your volunteer work. Are you feeling lost on how to format your resume as a whole? Check out our guide on How to Choose the Correct Resume Format (with Examples)! How do I list my volunteer experience on my resume? To include volunteer experience on your resume, you must first decide where you will be listing it. Let's recap what we have learned so far: You should include volunteer work in your work experience section if you do not have enough of either to fill a whole section. You should include volunteer work in a separate section if you have enough examples to do so. You should include descriptions and timeframes along with your volunteer positions. This gives employers a greater amount of context. Now, let's go over your formatting options: Format Option 1: Including Volunteer Work in Your Work Experience Section Work Experience Volunteer Coordinator, Humane Society January 2018 - Present Helped make the schedule Contacted volunteers for last-minute shifts Recruited new help Office Assistant, Johnson & Johnson September 2017 - May 2021 Ordered office supplies weekly Managed staff schedules and travel itineraries Created weekly expenditure spreadsheets Why It's Wrong: When listing volunteer work in your work experience section, you want to tie in those experiences to your skills and qualifications. Be as specific as possible! Additionally, prioritize relevant work experience first if the work and volunteer experience happened in the same general period. Work Experience Office Assistant, Johnson & Johnson September 2017 - May 2021 Ordered office supplies weekly Managed staff schedules and travel itineraries Created weekly expenditure spreadsheets Volunteer Coordinator, Humane Society January 2018 - Present Assisted in creating the weekly volunteer schedule Contacted volunteers directly for emergency shift coverage Recruited and onboarded new volunteers In this corrected example, the paid work experience is prioritized first. The bullet points for the volunteer position are much more specific and showcase the applicant's administrative abilities. Format Option 2: Creating a Dedicated Volunteer Experience Section Volunteer Experience Volunteer Coordinator at the Habitat for Humanity Monthly River Cleanup Crew Why It's Wrong: When writing a volunteer experience section, you should still provide context around your positions. Even if you provide less detail than you would in your work experience section, the employer should easily understand why you are including the information. Volunteer Experience Volunteer Coordinator, Habitat for Humanity June 2016 - Present Created weekly and monthly volunteer schedules Planned events to recruit new volunteers Partnered with local businesses to source free supplies River Cleanup Crew Member, River Cleanup Nonprofit June 2019 - June 2021 Participated in once-a-year cleanup efforts as a crew member Removed roughly 200 lbs. of trash from local rivers each year Helped set up and take down supply tents for volunteers When Should I Include Volunteer Experience on My Resume? If you are debating whether or not to include volunteer experience on your resume, consider the following factors: You Lack Experience: If you have not held many paid positions or lack relevant job experience, volunteer work can be a great way to make up for it. Experience is experience whether you were paid for your time or not. Plus, you can make connections that can serve as references later on! You Held a Leadership Position: Any time you hold a position of power or leadership in a volunteer organization, this is worth noting on your resume. It shows you are willing to take on responsibilities and work purely for the love of the work. You Have Relevant Accomplishments: You can accomplish many things when you volunteer. Maybe you boosted sales of an annual bake sale or helped to optimize a volunteer schedule. These accomplishments are ideal to include on your resume. Want to know more about creating a resume when you have little to no experience? Read our guide on How to Write a Resume with No Work Experience (with Examples). There are some instances when you should opt-out of including volunteer experience on your resume. This includes when: You Have Enough Work Experience: If you have enough previous work experience with impressive qualifications and accomplishments, you may need to leave off volunteer work. This will allow you more space to expand upon your previous jobs and positions. The Volunteer Work is Not Relevant: Some volunteer work will be highly relevant to a job while other work will not be. Taking a mental measurement of its relevancy and how it will translate to the employer is key. The Volunteer Work is Very Old: You should focus on volunteer work you have completed within the past 5 years. Anything older than that will not be of much interest to employers. Final Takeaways Even if you were not paid or given a professional role, volunteer work provides great experience that can enhance both your technical and interpersonal skills. Remember these 5 key takeaways for including volunteer work on your resume: Including volunteer work on your resume can help you stand out by showcasing your work ethic and passions. You can use volunteer opportunities as a way to build out your resume when you lack work experience. When listing your volunteer experiences you should provide your position title, dates of involvement, and responsibilities or accomplishments. Providing detail helps to inform the employer why you chose to include the experience. Always find ways to relate your volunteer work back to transferable skills. By doing so, you will emphasize how your volunteer experience prepared you for your career. Avoid including volunteer experience that is drastically irrelevant or occurred more than five years ago. Easy Resume strives to make crafting your ideal resume as simple as possible. While you're here, check out all our other helpful and free resume guides and career advice articles!