

RESUME GUIDE: INCORPORATING ACADEMIC SERVICE-LEARNING EXPERIENCES

Set yourself apart by highlighting your experiences as an Academic Service-Learner. Employers and graduate schools are looking for well-rounded and experienced candidates. Adding these experiences to your resume is an excellent way to market yourself. Below are examples that may assist you in incorporating your Service-Learning experiences into your resume.

Heading Examples:

- Academic Leadership
- Service-Learning Experience
- Professional Experience
- Community Leadership
- Leadership Activities
- Community Involvement
- Related Experience
- Academic Service-Learning Project

Formatting Experiences (examples):

Service-Learning Experience

Center for Civic Engagement (The University of Texas at El Paso)

Tutor: Boys and Girls Club

- Tutored and mentored 10 students at local clubs/centers
- Coached students with homework in the subject areas of English, History, and Spanish
- 20 hours

January - May 20XX

Community Leadership

Center for Civic Engagement (The University of Texas at El Paso)

Teacher, SHINE Citizenship Program, El Paso Public Library

- Taught ESL/Citizenship Curriculum to ten adults learners
- Assist lead instructors with developing weekly lesson class
- 30 hours

January - May 20XX

Professional Experience

Center for Civic Engagement (The University of Texas at El Paso)

Shelter Volunteer, Salvation Army

- Sort and organize materials and clothing to hand-out to shelter residents
- Prepare and facilitate living-skills activities
- 20 hours

January - May 20XX

Take-aways: In the description, always include:

- User groups or benefactors of your service
- # of hours
- Skills you gained/experience gained
- Description of service and/or type of support

