

QUICK TIPS

Student Leader Resume Guide

As a student leader you have gained many transferable skills that employers seek. One of the biggest mistakes students make is that they actually deemphasize their leadership experience and do a poor job of marketing what they have done on campus on their resumes. Many students unintentionally hide their leadership experience under other sections. Do not make this mistake! Follow the tips on this guide to highlight your skills and emphasize all that you have gained through your leadership roles on campus.

STEP 1: REFLECT ON YOUR EXPERIENCES

1 To begin the brainstorming process, write down a list of responsibilities and duties for each of your involvements. It may be helpful for you to refer to a copy of your position description. In addition to your responsibilities, consider the following:

- ⇒ What has been your major accomplishment in your student leader position? What are you most proud of?
- ⇒ What is your typical role at meetings or other organized events?
- ⇒ What programs or events have you planned and implemented during your time as a student leader?

Examples of Transferable Skills:

oral & written communication
teamwork • flexibility
critical thinking • discipline
interpersonal skills • dedication
creativity • self-motivation
accountability • detail-oriented
public speaking • leadership
organization • customer service
mentoring • time management

STEP 2: IDENTIFY TRANSFERABLE SKILLS

Use the information you collected in Step 1 to determine your transferable skills. Begin by listing the responsibilities, duties, and accomplishments you identified. Then determine the transferable skill(s) that you have gained as a result of your experience.

2

Responsibility/Duty/Accomplishment	Transferable Skill(s)
E.g. Provided campus tours for prospective students and families.	Public Speaking, Customer Service, Interpersonal Skills
E.g. Coordinate with a team of 8 Resident Advisor staff members to plan and implement weekly residence hall programs.	Teamwork, Organization, Leadership

STEP 3: WRITE YOUR RESUME

You may not have the space to include everything on your resume. How do you decide what to include? Compare your transferable skills list from Step 2 with the list of requirements for the position you are applying for. On your resume, make sure you include the responsibilities and transferable skills that are most relevant to the position you are applying for. If you are applying for different types of positions you may find that you need to develop multiple resumes to address the requirements for each position. Rewrite your responsibilities, duties, and accomplishments using action-oriented verbs and incorporating your transferable skills. Quantify information and provide results when applicable.

3

Examples:

- *Gained valuable public speaking and customer service skills by providing campus tours for groups of approximately 25 prospective students and families*
- *Utilized teamwork and organizational skills to coordinate with a team of 8 resident advisors to plan and implement weekly residence hall programs*

EXCEPTION TO THE VERB TENSE RULE: When describing your responsibilities and transferable skills from current positions, you should use the present tense. However, if the you are describing an accomplishment at a current position, it may be appropriate to use the past tense if the accomplishment is complete. For an example of this exception, refer to the Alpha Phi Omega Service Fraternity bulleted description on the Sample 1 Resume found on the back of this page.

STEP 4: THINK ABOUT FORMATTING

4

The skills you have gained through your leadership roles are valuable for employers. Do not let this information get lost on your resume!

Keep in mind that the top third of your resume is your "sales" section. You should market your strongest and most relevant experiences here. Your resume should have the most important information towards the top. Order your categories accordingly.

There is not one right way to format a resume. Experiment with various layouts and section headings until you find one the format works for you.

* Adapted from University of South Carolina Career Center
Showcasing Your Leadership Experience

SCAN THE QR CODE FOR ADDITIONAL
CAREER SERVICES RESOURCES



CAREER SERVICES

North Carolina Central University | 1801 Fayetteville Street | PO Box 19585 | William Jones Building, Lower Level
Durham, North Carolina 27707 | (919) 530-6337 | nccucareerservices@ncu.edu

Samuel L. Eagle

100 Eagle Lane | Durham, NC 27707 | samuel.eagle@ncceu.edu | 555.123.4567

Seeking a summer internship in the field of criminal justice

OBJECTIVE

EDUCATION

North Carolina Central University
Bachelor of Science in Criminal Justice
GPA: 3.13/4
Relevant Coursework: *Criminal Justice Court Processes, Ethics in Criminal Justice, Research Methods in Criminal Justice, Criminal Law for Criminal Justice Personnel*

Durham, NC
May 2016

LEADERSHIP EXPERIENCE

- Student Government**
Senator (2012-2013)/Board of Elections Chair
October 2012 – present
- Supervise a committee of 11 other student members and led committee meetings
 - Organize and coordinated campus-wide elections of the student body president and other elected positions
 - Preside at hearings related to election code violations
 - Responsible for retention and recruitment of new assembly members
 - Served as student representative on the Faculty Academic Affairs Sub-committee

Durham, NC
May 2016

Alpha Phi Omega Service Fraternity

- Member (August 2012-May 2013)/ Membership Chair*
August 2012 – present
- Collaborate with executive board members to plan and lead monthly community service projects
 - Increased membership by 10% through implementation of new recruitment methods and utilization of social media
 - Designed and implemented program to welcome new members and orient them to the values of the organization

Durham, NC
August 2012 – present

North Carolina Central University

- Orientation Leader*
May 2013-July 2013
- Led orientation groups consisting of 10 new students and their families
 - Oriented new students to campus in regards to academics, housing, dining, recreation, health, and safety
 - Developed and facilitated ice breaker and team building activities to foster community among new students

Durham, NC
May 2013-July 2013

ADDITIONAL EXPERIENCE

Best Burgers

- Server*
March 2013-present
- Provide excellent customer service for high traffic location near a shopping center
 - Train new servers on preparation procedures, restocking inventory, and using the cash register
 - Recognized as Employee of the Month (October 2013, June 2014)

Durham, NC
March 2013-present

ACTIVITIES

Habitat for Humanity
Club Basketball Team
Dance Marathon Fundraiser

January 2014 – present
October 2012 – May 2014
March 2013, March 2014

SKILLS

Language: Conversational in Spanish
Computer: Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop

Alexis S. Leader

201 Central Drive | Durham, NC 27707 | Alexis.Leader@ncceu.edu | 555.555.1234

OBJECTIVE

Seeking a full-time career in financial management

EDUCATION

North Carolina Central University
Bachelor of Business Administration, Concentration: Finance
Honors: Dean's List (Fall 2011-current), Graham Scholarship Recipient (2013–2014)
GPA: 3.42

Durham, NC
May 2015

RELATED EXPERIENCE

Collier-Phillips Investments

- Intern, Financial Services Division*
May 2014–August 2014
- Conducted extensive research and detailed evaluations for potential corporate sponsorships of various non-profit groups
 - Assisted with the buy and sell decisions for a portfolio worth over \$200,000
 - Developed and presented buy, hold, and sell recommendations to fund managers and investment team comprised of over 100 members

Raleigh, NC
May 2014–August 2014

City Financial Management Company

- Research Analyst Intern*
May 2013–July 2013
- Collaborated with senior management partner for buy/sell decisions and monitored existing accounts
 - Exported financial data from Bloomberg and organized information for investment team and manager use
 - Compiled daily status report of market trends for team member reference

Durham, NC
May 2013–July 2013

LEADERSHIP EXPERIENCE

North Carolina Central University Eagle Hall

- Residence Hall Advisor*
August 2014–present
- Organize social and educational programs for hall of 36 residents
 - Ensure safety of residents and enforce residence hall and university policies
 - Achieved 100% participation in hall-sponsored community service project

Durham, NC
August 2014–present

All Star Mentor Program

- Founder and Coordinator*
March 2012–present
- Designed and implemented program to provide mentoring to inner-city youth in the Durham area
 - Gained valuable organization skills by planning bi-monthly events for youth and mentors in the program
 - Increased membership from 4 to 36 members by promoting program on-campus and through social media

Durham, NC
March 2012–present

Student Dance Troupe

- Member (August 2011–May 2012), Treasurer*
August 2011–present
- Maintain all financial records and collaborate with other executive board members to assist with financial support for club sponsored events and competitions
 - Organized fundraising project that raised more than \$1,500 by coordinating with local organizations and on-campus partners

Durham, NC
August 2011–present

COMPUTER SKILLS

FactSet, Microsoft Office (Word, Excel, PowerPoint, Access, Publisher), Adobe Photoshop

Student Leader Resume Sample 1

Student Leader Resume Sample 2