

Writing a Resume for a Volunteer Position



A lot of people tend to just throw something together when applying for a volunteer position. However, to show you're really serious about the cause and to earn a position in which you can really make a difference, it's necessary to take your resume just as seriously as you would for any other kind of position. You can draw skills and qualifications from any relevant experience and training you've ever had. By carefully crafting your volunteer resume, you'll be able to land a position in which you can do something for a good cause for a living.

There are several important things to remember when you are writing a resume for a volunteer position. A good volunteer position is something you will need to fight for.

First of all, forget about the fact that volunteer jobs don't actually pay anything. With some volunteer jobs, this might not even be true. A good volunteer position can actually lead to paid work, and the experience you get in a position in this field will surely benefit you later in life. Therefore, a resume for a volunteer position should be taken just as seriously as a resume for a position somewhere else.

It is important to remember that as with any other field, the best way to write your resume is to highlight the skills and experience you have within the field, especially those that are applicable to the position you are applying for. You need to be able to sell yourself. You want to catch the eye of the person who will be reviewing your resume, and you want to convince them that you are the one who deserves the interview.

A good way to begin writing your resume is to draft a sort of master resume that includes absolutely every skill and qualification you've acquired throughout your life. Then, as you prepare more specific resumes to submit to specific employers, you can customize each one by picking out only those skills and experiences that apply directly to the available position. This will help give you a comprehensive look at everything you have to choose from and will ultimately save you time and energy.

When applying for a volunteer position, remember to keep your resume down to one page. The only time you might need to have a two page resume is if you have something special in your past experience— like ten years of experience in a particular career path that you absolutely need to outline and can't do in one page. With extraneous circumstances of this nature, the person reviewing your resume will be able to see and understand why you weren't able to fit it onto one page.

If you are shifting careers, or are applying to a position wherein you have no experience, emphasize the things you've done that might qualify you. For a volunteer position, this may even include relevant hobbies and interests. Whatever experiences and knowledge you possess that will help your potential employer get a better idea of your capabilities in the position should be included in your resume.

Using industry-related jargon may be an effective way to write high-impact phrases that are concise and straightforward. However, while a little bit of jargon may leave a good impression, potential employers will be able to tell if you're trying too hard and overdoing it may work against you.

Other volunteer experiences you've been involved in will obviously be useful to include in your resume as well.

By choosing to work in a volunteer position, you are preparing yourself for rewarding lifetime experiences. Show that you really care about the cause and you're serious about the work you're willing to contribute in your resume. Putting forth ample effort in your job application will ensure that you earn a position where you can really make a difference.