

# Additional Opportunities

## Writing a Resume

Now that you are a Venturer, make sure that everyone knows about your experience! Your future employers will be impressed by the work you've done, especially if you present it in a way that makes it relevant to the position you're applying for. Below are some tips to writing a resume and incorporating your experiences as a Venturer.

**A resume** is the first place an employer looks to see if your skills fit with what they're looking for. Therefore, you want to make sure you think about the position while you're writing your resume. The same activity can look totally different depending on how you phrase it. For instance, if your team served soup every Sunday from November – March at a local church you could say all of the following:

- Served soup at St. John's for five months.
- Served soup once weekly during the winter months at Saint John's Church.
- Prepared and served soup for men, women, and children every Sunday from November to March.
- Prepared and served a warm meal and established relationships with homeless men, women, and children every Sunday from November to March.

**What is your Objective?** First and foremost, make sure you are clear about what your objective is. What kind of job are you applying for? Once you determine what you are looking for and what skills will be needed for the position, it will be easier to format your resume.

**Be Clear and Concise:** Make sure to stick to your main points and not to include any unnecessary information. Write short sentences that are clear and describe your point.

**Use Action Words:** Using strong action words can be the difference between a great resume and an average one. Use action words and specific information regarding numbers when possible. Here is a list of good action words:

- achieved, accomplished, administered, assisted, compiled, consolidated, conducted, coordinated, delegated, designed, developed, executed, expanded, hosted, implemented, improved, increased, introduced, initiated, managed, organized, produced, promoted, raised, secured

**Key Examples:** Here are some good examples of sentences that are short, use key action words, and use exact numbers.

- Implemented and developed a regional newsletter that was received by 800 individuals.
- Managed expansion of the organization by increasing volunteer participation by 35%.

**Don't Sell Yourself Short:** Remember that starting a Venture is a major accomplishment. Use this to your advantage when writing your resume. Make sure to emphasize leadership skills, organizational skills, changes you created in your community, and any new initiatives you implemented such as monthly newsletters, ad campaigns, fundraisers, or recruitment of new members. All of these qualities will look attractive to prospective employers.