

Resume Guide

Incorporating Academic Service-Learning Experiences

Set yourself apart by highlighting your community engagement service in your resume. Employers and graduate schools seek rounded and experienced candidates. Adding your service experiences to your resume is an excellent way to market yourself.

- Below you will find examples that will assist you in incorporating your Service Learning/Community Engagement experiences in your resume.

Heading Examples:

Academic Leadership

Service-Learning Experience

Professional Experience

Community Leadership

Leadership Activities

Community Involvement

Projects

Related Experience

Academic Service-Learning Project

Formatting Experiences (examples):

Service Learning Experience

January 2022 – May 2022

Center for Community Engagement, The University of Texas at El Paso

Tutor, Boys and Girls Club

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

Community Leadership

January 2022 – May 2022

Center for Community Engagement, The University of Texas at El Paso

Teacher Assistant, SHINE Citizenship Program, El Paso Public Library

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

Professional Experience

January 2022 – May 2022

Center for Community 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

Take-aways: In the description, always include:

- Quantify your experience by adding numerical values
- Highlight skills you gained/developed
- Use action verbs in your statements
- Add description of service and/or type of support

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THE UNIVERSITY OF TEXAS AT EL PASO
CENTER FOR COMMUNITY ENGAGEMENT