**Service Learning**

# **Resume Guide: Incorporating Service-Learning Experiences**

Set yourself apart by highlighting your experiences as a 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 (sections that can be included on your resume)**

Academic Leadership Community Leadership Related Experience

Service-Learning Experience Leadership Activities Academic Service-Learning Project

Professional Experience Community Involvement Community Engagement Learning

## **Formatting Experiences:**

**Criminal Justice Field Experience,** DeKalb County Jail, Atlanta, GA, April 20XX – May 20XX

* Mentored offenders for G.E.D. test preparation
* Aided offenders in probation office contact
* Interacted with offenders and staff to gain understanding about the correctional system
* Accrued 40 hours of time in the correctional field

**Advocate Volunteer**, Center Against Sexual Domestic Abuse (CASDA), Duluth, GA, January 20XX – May 20XX

* Participated in outreach projects to educate the public about the rights of women
* Created and executed the “Speak Out Superior” event with a team of Academic Service-Learners
* Marketed and recruited 50 volunteers to work for the CASDA events

**Psychological Observer**, Kids ‘R’ Kids, Snellville, GA, September 20XX – Present

* Observed pre-school students for developmental milestones and behavioral traits

## **Highlighting Multiple Service-Learning Experiences**

**Community Engaged Learning,** Spring Semester 20XX

**Volunteer**, Georgia Gwinnett College High School Tutor, Lawrenceville, GA

* Tutored and mentored 10 students in North Gwinnett High School
* Coached students with homework in the subject areas of English, History and Spanish
* Earned # of hours

**Behavior Aide**, North Gwinnett Elementary School, Suwanee, GA

* Reinforced the counselor’s instruction to the students in the behavior room
* Worked individually and in a group setting with students to improve behaviors
* Earned # of hours

## **Take-aways:**

In the description, always include:

* User groups or benefactors of your services
* Skills you gained/experienced
* Description of service and/or type of support
* # of hours earned