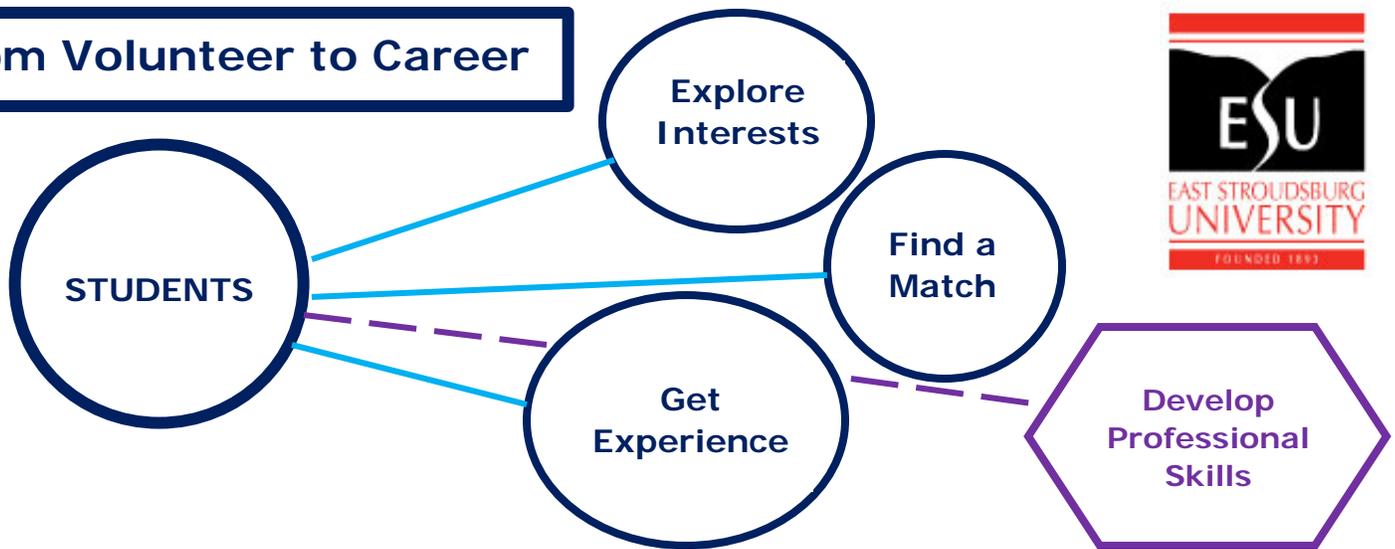


From Volunteer to Career



WHY VOLUNTEER - THINGS YOU SHOULD KNOW

You will gain workplace skills while learning material relevant to your field.
Volunteering will help you stand out.
It will strengthen your knowledge of professional etiquette.

Looking at You First - How to Choose?

Basic Level: Is it self-serving?

Secondary Level: To build relationships.

Highest Level: To support a strong belief.

What Are You Looking For?

Achievement, recognition and feedback, professional and personal growth, giving something back, bringing about social change, family ties, friendship, support, bonding and a feeling of belonging.

What is Your Motivation to Volunteer?

- What do I want to do that meets both the agencies' needs and my needs?
- How often can I give my time?
- How does my volunteer effort fit into the big picture?

Questions?

- What are my interests?
- What are my skills?
- What do I most want to learn from the experience?
- What will I gain from volunteer work?
- Will my volunteering affect my other commitments?
- How flexible am I?
- How much time do I have?
- Do I want an ongoing, a short-term, or a one-time volunteer assignment?
- Do I want to work alone, or with a group?
- Are there any associated expenses, if so will I be reimbursed?
- What kind of experience does the program require?

How to Incorporate Volunteering Into Your Resume

- Identify the skills you have learned, prioritize them, and learn how to convey them.
- Include a "Skills" section on your resume
- You can have a section on your Resume – "Additional Experience" or "Related Experience".

How to Present Volunteering Experiences in Job Interviews

- Be able to outline the purpose and the impact of your work.
- The interviewer is interested in the skills and lessons it taught you and less concerned with a summary of the project.
- Reflect on your experience before the interview.

Workplace Skills That Can be Learned

Did you work in a group? Discuss teamwork & cooperation skills.

Did you discover something new? Talk about curiosity & enthusiasm for the new experience.

Did things go as planned? Mention your flexibility and ability to adapt to meet unexpected challenges.

Did you work with new people? Discuss how you strengthened your communication and interpersonal skills.

Did you utilize field-specific knowledge?

Computer skills? Discuss how rewarding it was for you to use your own expertise to assist a community partner in need.

Unsured of what to write on your resume or say when interviewing? Contact 570-422-3219 or email Careerdevelopment@esu.edu for an appointment. Located on top floor, University Center (Union).