

# 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.

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