

# Center for Career Development and Community-Based Learning



## Including community-based learning on your resume

Congratulations. You just completed a Community-Based Learning (CBL) experience in one of your classes! You just gave back to our community and gained a valuable experience that can be leveraged to showcase your skillsets to a future employer.

Enclosed in this guide are some tips and tricks to help you add how you can add this experience to your resume.

**Are you looking for more help on updating your resume?** *You are in luck!*

The Center for Career Development and Community-Based Learning has resume experts on staff and are here to help. You can schedule an appointment by calling 651-450-3683 or emailing [careerdevelopment@inverhills.edu](mailto:careerdevelopment@inverhills.edu).



Short on time? Check out **College Central Network** at [collececentral.com/inverhills](http://collececentral.com/inverhills) and upload your resume to get professional resume reviews within 24-48 hours of submission.



Inver Hills  
Community College

A Member of Minnesota State

## Dos and Don'ts of including community-based learning on your resume

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### **Do:**

#### *Choose the right format for your resume*

Keep in mind that your resume is an exercise of the order of most importance! Feature your most relevant information on your resume near the top.

#### *Be concise, but detailed*

Remember, your reader did not volunteer with you. Help the reader understand what you did that highlights your skills and strengths.

#### *Note when you shouldn't include volunteering*

Sometimes our volunteer locations or memberships disclose personal information about us. For example, volunteering at a religious or political organization may reveal beliefs you hold that someone may disagree with.

Additionally, it is possible your volunteering does not add value to your whole resume. If you have more related experience that should take precedent over your volunteering, you may not need to include your community-based learning.

It is ultimately your choice in what you want to include on your document.

### **Don't:**

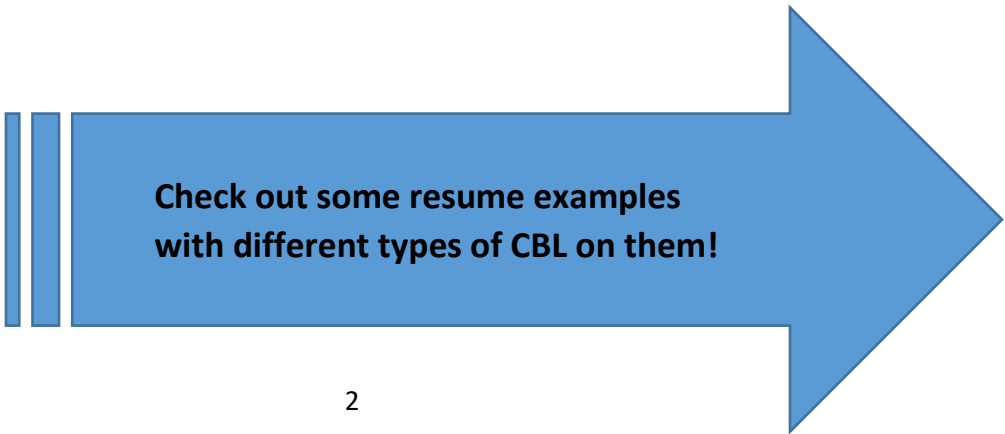
#### *Just list your volunteering like this...*

Susan B. Komen for the Cure

#### *Explain your experience:*

Event Coordinator | Susan B. Komen for the Cure | Twin Cities, MN | Spring 2018

- Organized day of activities for annual 5k event including t-shirt pick-up, volunteer check-in and post-race snacks



**Check out some resume examples  
with different types of CBL on them!**

## Showcase a Class Project

### Cassidy Catchall

2500 E 80<sup>th</sup> Street, Inver Grove Heights, MN 55076  
456-789-0123 – college@volunteer.com

#### SUMMARY OF QUALIFICATIONS

- 2 years of experience in the fitness industry providing quality service and knowledge on physiology, exercise technique, and body mechanics
- Self-driven with strong customer service and professional communication skills
- Ability to develop and maintain strong lasting relationships with customers
- Dedicated to providing honest care to enhance the company and each customer's experience

#### EDUCATION

**Associates of Science: Exercise Science**  
Inver Hills Community College

Anticipated Graduation May 2019  
Inver Grove Heights, MN

Conference Presentation at Inver Hills Community College Annual Research Conference |2018  
*Food For Thought: Examining What You Eat:* Presentation discussing the addiction to unhealthy food. Designed to help college students develop eating habits that save money on healthcare and food while examining attendee's current habits to assess how healthy their choices are.

Wellness Ally at Living Well Disability Services

Fall Semester 2018

Volunteered 15 hours as a member of a team in an interpersonal communications class to deliver wellness activities to residents. Wellness activities were designed and adapted for individuals of various abilities and based on residents' needs and interests. The project concluded with making formal volunteer management recommendations for the Volunteer Coordinator at her request.

#### RELATED EXPERIENCE

**Exercise Internship**

Rochester, MN

Health Management, LLC

February 20XX-Present

- Conduct on-going fitness consultations for participants, including movement screens, needs analysis, and goal setting in order to recommend fitness programming
- Monitor, engage and instruct participants on safe and effective use of cardiovascular, flexibility, and strength training equipment
- Educate participants on health and fitness information, available fitness and engagement programming, and wellness services

**Group Fitness Coach**

Burnsville, MN

Workin'It Fitness

August 20XX-March 20XX

- Deliver fitness workouts to groups with varying skill levels and demonstrate various modifications and accommodations for a fun and safe class
- Handle member concerns while building up a community through recruitment and retention of members

## For Job Seekers with no work history

### Vivian Volunteer

123-456-7890 – i.love.to.volunteer@volunteer.com

#### SUMMARY OF QUALIFICATIONS

- Excellent interpersonal communication skills and abilities to work with all types of people in all types of environments
- Educated in confidentiality laws, crisis situations, social inequities, issues surrounding systemic poverty and homelessness
- Completed coursework related knowledge and experience in counseling and group work
- Proficient in computer usage including Microsoft Office, internet research, academic writing and adept typing skills

#### EDUCATION

**Associate of Science: Human Services**  
Inver Hills Community College  
Phi Theta Kappa Honor's Society

Anticipated Graduation Date May 2019  
Inver Grove Heights, MN

#### RELEVANT COURSE WORK

- Introduction to Human Services
- Family Functions and Interactions
- Crisis Intervention and Assessment
- Basic Counseling Skills and Group Processes
- Drug Use and Abuse

#### VOLUNTEER WORK

##### *Transportation Specialist*

American Red Cross – Twin Cities Metro Area, MN

June 2017-Present

- Collect and deliver life-saving blood products to area hospitals for routine or emergency use
- Communicate and share feedback between Red Cross staff and customers during deliveries
- Document deliveries in a clear manner to insure accurate information is maintained

##### *Fancy Fingers Volunteer*

Lyngblomsten – Saint Paul, MN

2016

- Enhance the lives of older adults staying in a nursing home through weekly visits to socialize and paint the ladies nails
- Provided compassionate caregiving to the ladies through hearing their stories and respecting their individual needs

#### **CAMPUS AND COMMUNITY INVOLVEMENT**

**Member, VIBE CLUB, Inver Hills Community College**

September 2017-Present

**Kitchen Volunteer, Special Soup Kitchen, Rosemount, MN**

2017

**Hurricane Relief Volunteer, Katrina Service Trip**

Summer 2016

- Volunteered 40 hours with New Orleans Habitat for Humanity assisting a team with new home construction.

## Showcase education field experience

### Eddie Education

123 School House Rock Blvd, Inver Grove Heights, MN 55076  
987-654-3210 – [School is Cool@volunteer.com](mailto:School is Cool@volunteer.com)

#### SUMMARY OF QUALIFICATIONS

- Recent graduate of Education Foundations Associates of Science program at Inver Hills Community College with class room experience through field observation and after-school employment
- Passionate educator who believes that all students have the capacity to learn and deserve equal opportunities and access to education
- Outstanding interpersonal skills and passion for working with youth of all ages

#### EDUCATION

**Associates of Science: Education Foundations**  
Inver Hills Community College

May 2019  
Inver Grove Heights, MN

#### RELEVANT COURSE WORK

Learning Technology for k-12 Education  
Children with Special Needs  
Instructional Strategies for Diverse Learners

#### RELATED EXPERIENCE

##### ***Teaching Assistant***

Discovery Club at St. Paul Public Schools – St. Paul, MN September 2017-Present

- Provide a safe, fun and educational environment to after-school students through creation of age appropriate activities
- Teach life and social skills to students when managing difficult behaviors
- Partner with school-day staff and teachers in order to better support students individualized learning goals

##### ***Field Observation***

Garlough Environmental Magnet School – West Saint Paul, MN Fall Semester 2017

- Completed 50 hours of field observation in 2nd grade classroom and practiced PBIS (Positive Behavioral Interventions and Supports) with 25 students in the class
- Assisted classroom teacher with planning seasonal celebrations for the youth by creating activities that were both fun and educational

#### ADDITIONAL WORK EXPERIENCE

##### ***Package Handler***

UPS –Eagan, MN August 2016-June 2017

- Worked in a fast-paced work environment loading and unloading trucks while successfully meeting daily quotas and safety standards

## REFLECTION: How do community-based learning and career development intersect?

By reflecting on your CBL experience, you can learn a lot about your work preferences.

Circle the words that describe your CBL experience.

Quiet                  Few Interruptions                  Structured                  Little Direction

Primarily worked alone                  Primarily worked with others                  Fast Paced

A lot of customer/client interaction                  Little customer/client interaction

Active/physical                  Project Based                  Creative                  Methodical

I received praise or recognition.                  I did not receive praise or recognition.

Inside                  Outside                  Office environment                  Problem Solving

Social                  Independent                  Mix of social & independent

Reflecting on the words you circled, ask yourself these questions:

What did your CBL experience tell you about the work environment you prefer?

What did your CBL experience tell you about what you might seek in co-workers?

What did your CBL experience tell you about what you might desire in a supervisor?

What did your CBL experience tell you about what gives you energy? What drains your energy?

### Attributes Employers Seek

According to NACE's *Job Outlook Survey*, these are some of the top attributes employers are looking for across disciplines and fields. Which of the following attributes did you work on through community-based learning?

Problem-Solving Skills                  Ability to work in a team                  Written Communication Skills

Leadership                  Strong Work Ethic                  Verbal Communication Skills                  Initiative

Interpersonal Skills                  Flexibility                  Detail Oriented