



Showcasing Your Leadership Experience on a Resume

Student leaders have the opportunity to develop unparalleled leadership skills in their roles on campus. In these important roles, student leaders learn the skills necessary to facilitate cooperation, network with a variety of constituents, plan and encourage peer participation, provide assistance to others, motivate, and mediate conflicts and work toward a mutual goal, just to name a few. A college campus is a unique laboratory for student leaders to grow and mature the skills most employers look for.

Before you would communicate your student leader skills to a prospective employer, it is vital for you to review your experiences, contemplate the competencies gained and strategize how to convey each of your transferable skills through a resume and in an interview.

Step 1: Brainstorm Your Student Leader Job Experiences

Use the table below to help you begin thinking of your student leader experiences.

SITUATION	SKILLS USED
1. Describe the most difficult situation you have encountered as a student leader. (What issues were involved? How did you address it? What was the outcome?)	
2. What one thing are you proudest about from your experience as a student leader?	
3. In your role as student leader, what has been a noteworthy experience?	
4. Describe your typical role at meetings.	
5. What programs have you planned and implemented during your time as an student leader? How did you select the program? Describe the publicity efforts and outcomes.	
6. Student leader roles typically have significant administrative responsibilities. What are they? Which do you enjoy the most? Least?	
7. How have you contributed to the organizations of which you have had leadership roles?	

Step 2: Describe What You Do

Using your entries from the exercise in Step 1, begin constructing descriptive statements about your student leadership experience. Remember to begin each one with an action verb. Think about what makes you unique as a student leader. Did you receive any awards? Did you undertake new initiatives? If you find yourself struggling to write down your experiences, check out the CDC resume resources including samples at www.careers.appstate.edu or call the Career Development Center at 828-262-2180 to make an appointment with your career counselor.

Sample Resume Statements:

- Led 60+ members of “Organization A” in efforts to change campus policy regarding.....
- Planned and implemented programs to assist new students in transitioning to the university
- Received award for creating and supervising a project for homeless teens
- Counseled and advised first year students on academic and personal questions and concerns
- Developed and conducted training programs on leadership for first year students
- Managed \$8000 budget
- Interviewed students applying for officer positions with “Organization A”
- Managed advertising campaign for large all-campus events

Step 3: What is Important to You?

You may find that your responsibilities as a student leader can turn into a rather lengthy listing on your resume. How do you decide what should be included on your resume, especially if what you are applying to is not similar to the student leadership position you have held? Think of the skills you are gaining in your current student leadership position(s) as transferable skills. Transferable skills are skills that can be used in most jobs and are not limited to one position or academic discipline. Examples of such skills include communication, teamwork, and computer skills. The following tool can help you determine what transferable skills you are gaining as a student leader.

RESPONSIBILITIES	TRANSFERABLE SKILLS
Counsel and advise first year students on academics and personal questions/concerns	Counseling Interpersonal Skills Mentoring

Compare the transferable skills you wrote about above to the requirements of the position you are applying for. These matches can help ensure you are including the responsibilities from your student leadership position that will be most relevant to the new position you are applying for.