**Building Your Resume with Leadership**

Did you know that employers consistently list leadership as one of the top skills they look for on a new graduate’s resume? Leadership is more than a word; it’s an action and you want your resume (and your interview too) to clearly illustrate how you have developed leadership skills. As an MGA student, you are developing leadership skills every day through your campus organization and community involvement, campus and community jobs, internships, student research, academic projects, and much more.

**Step 1: Brainstorm Your Skills & Experiences Gained from Experience**

In the chart below, write down at least one experience where you have developed the skill. These experiences can be in a campus organization or leadership program, a community volunteer role, or a part-time or full-time paid position. **All employers value leadership, organization, time management, communication, and teamwork – don’t overlook the importance of these examples!**

|  |  |  |  |
| --- | --- | --- | --- |
| **Top Skills Wanted by Employers** | **Campus Involvement** | **Community Involvement** | **Jobs** |
| 1. Ability to work in a team |  |  |  |
| 1. Problem-solving skills |  |  |  |
| 1. Analytical/quantitative skills |  |  |  |
| 1. Communication skills (verbal) |  |  |  |
| 1. Communication skills (written) |  |  |  |
| 1. Initiative |  |  |  |
| 1. Leadership |  |  |  |
| 1. Technical skills |  |  |  |
| 1. Flexibility/adaptability |  |  |  |
| 1. Strong work ethic |  |  |  |
| 1. Detail-oriented |  |  |  |
| 1. Computer skills |  |  |  |
| 1. Interpersonal skills (relates well to others) |  |  |  |
| 1. Organizational ability |  |  |  |
| 1. Strategic planning skills |  |  |  |
| 1. Tactfulness |  |  |  |
| 1. Creativity |  |  |  |
| 1. Working with diverse groups |  |  |  |

The National Association of Colleges & Employers surveys employers each year and ask them to rate the importance of essential skills needed for the workplace. Leadership was ranked #7 in 2019, but one could say that all of the skills are important to building great leaders. **In the next section, you’ll learn how to build action statements from your experiences. As you do, consider how your experience relates to a future job or internship.**

**Step 2: Telling Your Story**

Once you have identified the skills you have gained, then you want to connect those skills to specific examples that will tell an employer you are the right fit for their position. **PRO TIP: You want to tailor your experiences (even when they seem unrelated) to the position you want.**

**Use Action Verbs to Highlight Skills**For each experience, you want to have a list of action phrases (sometimes called “bullets”) that describes how you used and developed skills while contributing to the organization. To do this, you will follow this format:

The CCLD has a complete list of verbs to use. **To get started, check out these campus leadership experience action verbs.**

Achieved

Arranged

Assisted

Delegated

Budgeted

Chaired

Coordinated

Collaborated

Facilitated

Created

Entrusted

Led

Managed

Organized

Planned

Promoted

Publicized

Served

Sponsored

Supported

Trained

Volunteered

**Quantify Experience When You Can**Use numbers to show the depth of your experiences and skills: number/amount of people at events, people managed, money raised, hours volunteered, members recruited, etc. To emphasize an increase or improvement, use action verbs such as **increased** or **improved**.

**Provide Context/Details (but not too much!)**It’s important to begin using the language of your industry, so use language that is transferable to the professional world. Look at the example below. How would you improve it so that an employer sees more skills and accomplishment?

**Skill: Organization  
Initial Example:** Took notes at meetings

**Improved Example (Action verb + example + result):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3: Practice Describing Your Experience**

**Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Create 1 – 2 Action Phrases. You can pull from the examples you listed in the first exercise.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details Applicable to Common Leadership Experiences**Check out these common skills you gain from campus involvement. Often, our campus roles feel like real jobs and provide great experience for our future careers.

* **Marketing/Writing:** social media campaign results, branding, marketing campaigns, design programs, newsletters, articles and correspondence written
* **Treasurer/Finance:** amount of money managed, technical tools for managing budget
* **Training/Education:** number of new members trained, emphasize trained as a verb, following a standard curriculum, developing creative ideas for training/teaching
* **Secretary/Records Management:** number and types of records/documentation managed, written communication
* **Standards:** monitoring rules/policies, holding others accountable, managing a fair process
* **Recruitment:** number of members recruited, delegated/managed recruitment events
* **President:** number of members led; number of executive board you supervised/oversaw; collaboration with administration, faculty, other organizations

**STEP 4: Adding Leadership & Involvement Experience to Your Resume**

Before you get started, think about the goal of your resume. You will want to include your experiences and skills from your campus, community, work, and academic experiences that are most relevant.  *See Step 5 for tips on learning more about the careers and jobs that interest you.*

**Organizing your Leadership & Campus Involvement Experience**

In general, you would list your campus experience in **Leadership** or **Involvement.** However, if you were the Editor of the school paper and you want to go into publishing, you could include in a **Related Experience** section. Use your categories creatively to further showcase your qualifications.

**Heading Option 1: Leadership (best for formal leadership roles with many tasks, responsibilities)**

**Student Government, Middle Georgia State University, Aug. 2018 – present  
Senator, Aug. 2019 – present**

* Represent the interest of students at bi-weekly meetings
* Collaborate with team to lead town hall meetings for students on all five campuses

**Fundraising Committee, Dec. 2018 – May 2019**

* Collaborated with a team of 6 to brainstorm fundraising ideas and compose a written proposal for the Executive Board
* Coordinated logistics related to space reservations and equipment set-up

**Heading Option 2: Leadership & Involvement (best for general membership or limited room on resume)**

**Focus on quality not quantity!** By senior year, you may choose to limit the description for leadership experience if you have more experience that directly relates to your goal. Don’t list everything – be focused on what is relevant!

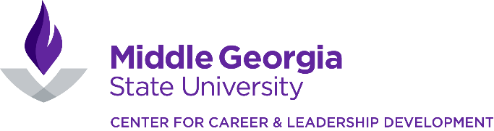
**Secretary**, MGA PsychKnights, Dec. 2019 – 2020  
**Recruitment Chair**, Kappa Sigma, Dec. 2019 – 2020  
**Phi Mu**, Middle Georgia State University, Aug. 2018 - present

**STEP 5: Researching Occupational Information and Job Descriptions**

* Occupational Outlook Handbook
* ONET
* Handshake – mga.joinhandshake.com  
  LinkedIn Job Board
* Career Assessments - [www.mga.edu/ccld](http://www.mga.edu/ccld)

**STEP 6: Visiting the Center for Career & Leadership Development for Guidance**

Today’s brainstorming session is just the beginning. Contact us to make an appointment or attend one of our Resume Review Drop-in Days offered each semester on all five campuses. You can also access resume samples and action verbs via Handshake at mga.joinhandshake.com   
  
**Handout adapted from “Marketing Your Greek Life on Your Resume” from WPI Career Center**



**Macon Campus:** Student Life Center, Suite 261⎟ 478-471-2714  
**Cochran Campus:** Sanford Hall, Suite 112 | 478-934.3110   
[careerservices@mga.edu](mailto:careerservices@mga.edu) | mga.edu/ccld | Visit **mga.joinhandshake.com** to find jobs & internships