

Showcasing Your Leadership Experience

USC CAREER CENTER

As student leaders you have the opportunity to develop many transferable skills in your roles on campus. In these peer leadership roles, you gain knowledge, skills and abilities that employers look for on a resume. You may be learning the skills necessary to facilitate cooperation, network with a variety of constituents, plan events and encourage peer participation, counsel and advise students, motivate others, mediate conflicts, facilitate programs, and present to groups. Before you can effectively communicate your skills to an employer, it is important for you to reflect on your experiences. You should review the competencies gained and strategize how to communicate each of your transferable skills through a resume and ultimately an interview.

REFLECT ON YOUR EXPERIENCES:

Write your position description below: (If you do not have a copy of your description ask your supervisor or fellow peers if they have one available)

Identify your key accomplishments. What are you most proud of?

What has been a noteworthy experience?

Describe your typical role at meetings.

What programs have you planned and implemented during your time as a student leader?

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REFLECT ON YOUR EXPERIENCES CONTINUED:

What significant administrative responsibilities have you had in your role?

Did you hold any executive positions? What were they?

On a resume, employers look for evidence of:

- Ability to work in a team
- Leadership skills
- Written communication skills
- Problem-solving skills
- Strong work ethic

Source: Job Outlook 2012, National Association of Colleges and Employers

DESCRIBE WHAT YOU DO:

Using the information collected in your reflection above describe what you do on a day-to-day basis. What are your primary responsibilities? First think about what is the task, then think about what is the skill gained from the task.

Responsibility/Task	Transferable Skill
<i>E.g.</i> Answered career related questions from other students and alumni.	Counseling, Interpersonal Skills Mentoring
<i>E.g.</i> Welcomed visitors to campus.	Professionalism Customer Service

Responsibility/Task	Transferable Skill

CONSTRUCTING YOUR RESUME:

Rewrite your responsibilities using action-oriented verbs and incorporating the words from your transferable skills.

Examples:

- Gained valuable interpersonal skills by counseling over 100 students each semester on career related issues.
- Utilized communication skills by facilitating 30 campus tours for groups of 25 to 55 people and providing in-depth knowledge of university history, programs and resources.

SAMPLE RESUME:

Susan Student

1705 College Street Columbia, SC 29223

803 555-7280

StudentS@email.sc.edu

Objective

To obtain a Management Trainee or Leadership Development internship at Blue Cross of South Carolina utilizing problem solving and interpersonal skills.

Education

University of South Carolina, Columbia, South Carolina

Bachelor of Arts in Psychology, December 20xx

- Minor: Criminal Justice
- Overall GPA: 3.7
- Dean's List (6 semesters)

Experience

University of South Carolina, Columbia, SC

August 20xx – present

Career Center

August 20xx – present

Career Peer Educator

- Provide instruction, orientation and counseling to students and alumni on career development issues
- Provide individual resume and cover letter review and assistance
- Coach students to develop short and long-term job-seeking strategies and career plans
- Facilitate workshops on career planning and related topics
- Market and promote Career Center services on campus by distributing table tents, posting flyers in assigned buildings, announcing upcoming events in classes and presenting at student organization meetings

Alpha Kappa Alpha

September 20xx – present

Membership Chair

- Increase membership by 4% through the recruitment process
- Develop program to welcome new initiates and to foster sisterhood bonds
- Coordinate and lead community service projects for 150 member pledge class

Columbia Hall

August 20xx – present

Resident Mentor

- Organize social and educational programs for hall of 22 women
- Explain and enforce residence hall and university policies
- Achieved 100% participation in hall-sponsored community service project

SisterCare, Columbia, SC

August 20xx – May 20xx

Crisis Intervention and Victim Advocate

- Responded to crises according to protocol and made referrals to appropriate community agencies
- Planned and led community outreach and educational programs
- Completed 30-hour victim advocate volunteer training

Skills

Language: English (fluent), Spanish (native), Portuguese (basic)

Computer: Proficient Adobe InDesign, Photoshop

Thomas Cooper Library, Level 5

Phone: (803) 777-7280

College of Engineering and Computing

(CEC) Career Center (satellite office)

Phone: (803) 777-1979

Email: career@sc.edu

Website: www.sc.edu/career



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