

Sample Resume with Service-Learning Experience

Jessica Smith

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EDUCATION

Kingsborough Community College- Brooklyn, NY

Associate of Arts Degree

Expected: June 2024

Liberal Arts Major

EXPERIENCE

Kingsborough Community College Career Center – Brooklyn, NY

09/2020 – Present

Office Assistant

- Greet and direct students to resources within the center and campus
- Create outreach documents for career and college events
- Organize office files and documents
- Handle busy phones

Dr. Mary Smith – New York, NY

06/2019 – 09/2020

Office Assistant

- Maintained patient files
- Scheduled and oversaw patient appointments
- Monitored and maintained office supplies

COMMUNITY INVOLVEMENT

Center Against Sexual & Domestic Abuse – Queens, NY

09/2022 – 12/2022

- Participated in community outreach projects to education public about women’s rights
- Marketed and recruited over 40 volunteers for biweekly events
- Assisted with maintenance of confidential records

SKILLS

- Bilingual English & Spanish, Intermediate French
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Type 70 wpm

Heading Examples

You can highlight your service-learning experience under various headings. It can be included within your “Professional Experience” heading alongside other work and or internship experiences you have had. You can also highlight it under a specific heading.

Below are a few sample headings:

Service-Learning Experience
Community Involvement
Professional Experience

Academic Service-Learning Project
Leadership Experience
Extracurricular Activities

Experience
Related Experience

Other Helpful Resume Tips:

In your description, remember to always include:

- Skills/experience you gained
- Description of service or type of support
- The # of hours, # of clients/individuals, amount if you were working with money
- Always use action verbs that describe specifically what you did
- Be mindful of your tense: past and present tense

If you need assistance with your resume, you are encouraged to meet with a Career Advisor in the Center for Career Development & Experiential Experience office in room C-102