

REPRESENTING YOUR LEADERSHIP EXPERIENCE ON A RESUME

Student leaders play an important role here at Binghamton and through this experience a wide array of skills are developed and used. Leaders such as Resident Assistants, Discovery Advisors, club executive board members, etc. gain skills in advising, event/program planning, public speaking, leadership development, and assessment among others.

Before you can articulate your leadership experience to others it is necessary to review your experiences to identify the skills that enable you to successfully perform your duties. Use the steps below to help you name functional, personal and/or job specific skills that you demonstrate as a student leader.

Step 1: Brainstorm What You Do

This may be the most difficult question to answer. Your official job description can provide a starting place by identifying your exact job duties, however, be wary of copying your job description onto your resume; readers can easily tell when someone has done this and it rarely highlights skills effectively, let alone showcases accomplishments. Use the table below to help you begin thinking of your responsibilities while on the job.

SITUATION	SKILLS USED
1. Describe the most difficult situation you've encountered as a student leader. (What was the issue? How did you address it? What was the outcome?)	
2. What one thing are you proudest about from your performance in the position?	
3. In your role as advisor/counselor/friend, what has been a noteworthy experience?	
4. Describe your typical role/behavior at staff meetings?	
5. What programs did you develop last semester? How did you select the topics; presenters? Describe the publicity efforts and program outcomes.	
6. Many student leadership roles have significant administrative responsibilities. What are they? Which do you enjoy the most? Least?	
7. How have you contributed to developing a community atmosphere?	

Step 2: Describe What You Do

Using your entries from the above exercise, begin constructing descriptive statements for your 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, take advantage of the Fleishman Center [Resume Writing Quick Reference Guide](#) , or stop in the Fleishman Center and work with a counselor.

Sample Resume Statements:

- Developed and maintained relationships with residential life staff to ensure dissemination of information and collaboration on programming
- Fostered the development of relationships among 55 residents: consisting of graduate, undergraduate, and international students
- Provide information on careers and experiential education opportunities to undecided students
- Planned and implemented programs to assist transfer students in transitioning into the university
- Received programming award for Get Paid to Play program
- Mentor and advise first year students on academic and career questions and concerns
- Developed and conducted programs on choosing a major, career choices, chemical abuse, personal development, diversity
- Serve weekly office hours to assist students with academic and career related concerns
- Interviewed and hired new Resident Assistants

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 for is not similar to the leadership position? Think of the skills you are gaining in your current leadership position as transferable skills. [Transferable skills](#) are skills that can be used in any job 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 in your leadership position.

RESPONSIBILITIES	TRANSFERABLE SKILLS
Mentor and advise first year students on academic and personal questions and concerns	Advising Interpersonal skills Mentoring Active Listening Openness

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