

# COMMUNITY-BASED LEARNING RESUME TIPS

Community-Based Learning (CBL) is required experiential learning where students take what they are learning in the classroom & apply those skills to projects or volunteer needs within the community. We recommend highlighting relevant volunteer activities and projects on your resume. This is especially helpful if you are a recent graduate or changing careers.

## WAYS TO SPOTLIGHT VOLUNTEER WORK ON A RESUME

### HOW DO I ORGANIZE MY VOLUNTEER EXPERIENCE OR CLASS PROJECTS?

- Consider the best section title to define the work. Some options include:
  - Community Involvement
  - Relevant Experience
  - Relevant Projects
  - Service Learning
  - Community Service
- Add position titles and name of organizations.
- Insert locations (city and state).
- Separate responsibilities using bullet points.
- Begin bullet points with varied action verbs.
- List volunteer experiences starting with most recent activity.
- Show periods worked and/or involvement.
- Make important items stand out by using bold font.

### HOW DO I EMPHASIZE RELEVANT VOLUNTEER SKILLS?

- Highlight information that is detailed and specific to you.
- Match your volunteering skills to the job description.
- Identify the type of project and/or activity.
- Share results and/or achievements.
- Help quantify the work by using numbers.
- Feature essential and technical skills.

## EXAMPLES

### COMMUNITY INVOLVEMENT

**Food Distribution Volunteer**      October 2022-February 2023  
Coulee Food Bank, La Crosse, WI

- Observed the intake process to understand member needs
- Trained 10 volunteers in sorting donated food items
- Distributed food to 100+ community members by helping locate desired items and load vehicles

### RELEVANT PROJECTS

**Video Creation**, The Coulee Fund, La Crosse, WI      March 2024

- Filmed and recorded 6 interviews at 3 locations
- Edited footage, graphics, music, and sound effects
- Video received 2K views during fundraising campaign

## WESTERN RESOURCES



[Resume Templates](#)



[Action Verb List](#)

Virtual and in-person appointments are welcome!

Career Services  
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