**2.7.1 Listing Volunteer Work Experience on your Resume**

Whether you’re applying for your very first job or for your first job after graduating, including your volunteer experience is a great way to stand out as a candidate. It shows that you have a positive attitude, are community minded and that you are willing to help others. These are attractive attributes for employers.

You can describe your role in the volunteering work that you do and your main contributions or achievements. Ideally, you should tailor each job application to the role you are applying for.

It is best to include your volunteering experience on your resume with your work experience, so long as:

* The volunteer experience is relevant to the job
* You are a fresh out of school and have very little or no paid experience, or
* A gap in your resume

Some of your volunteering experience might even be directly relevant to the job you are applying for. Below is an example of how a volunteer position in a local footy club can be listed as a work experience.

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| **IT Support Officer Experience**River Creek Local Footy Club* Held a volunteer position as an IT Support Officer for the local footy club. Handled programming duties including web design and record-keeping.
* Maintained and updated a blog with 250+ pages.
* Managed online ads to announce regular events and fundraising drives.
* Worked with 10+ team members to produce creative and efficient content.
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Another way to list some of your related volunteer experience is by adding a separate section in addition to your work experience. Below is an example of how to do this if you are applying for an Admin Officer or Customer Service Officer roles.

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| **Related Volunteer Experience** * Volunteer administrator for the local footy club for 2 years.
* As a Youth Council member, developed and briefed the public about the Youth Engagement Plan with 8 other members.
* Volunteered at a local animal rescue centre, briefing visitors about the rescue process and animals inhouse.
* Helped a local community develop marketing materials to promote a series of garage sales events by designing posters and setting up a Facebook group.
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If your volunteer experience is not related to the job you are applying for, or you have a lot of paid work experience, it is still good to add your volunteering experience in your resume. Similar to above, you can list your volunteer experience in a separate section. Below is an example of how to do this.

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| **Volunteer Experience*** Volunteers once a week with Meals on Wheels.
* Works at the Sally OpShop cash register twice a week.
* Volunteers as a basketball referee for under 15s.
* Organised and led games and activities for groups of 10+ school children.
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Remember, volunteering is equally credible as paid work. According to a Deloitte survey in 2016, 82% of employers are more likely to choose a candidate with volunteering experience. Many organisations also encourage their employees to volunteer, with some even providing volunteer leave hours.

The next section includes stories of how volunteering help in securing paid work.