

COMMUNICATING THE VALUE OF YOUR FRATERNITY/SORORITY LIFE EXPERIENCE ON YOUR RESUME

By: The CSU Career Center

Steps to apply your fraternity/sorority experiences to your job target:

- 1) Make a list of roles, responsibilities and tasks, accomplishments, and skills gained from your fraternity/sorority life experience.
- 2) Determine your career objective, and specific job target. Meet with a career educator if you are trying to sort this out. Based on your job target generate requirements and applicable skills, experiences, etc. employers would seek. Utilize job ads and the O*Net: <http://online.onetcenter.org/> to identify these.
- 3) Create your resume (you will have multiple resumes if you have multiple job targets) so that you are including the most relevant information from your fraternity/sorority life experience.

Some of the roles you may perform as a Fraternity/Sorority Leader:

Mediator	Advisor	Encourager
Referral agent	Programmer	Advertiser
Counselor	Student	Team Member
Friend	Staff Member	Disciplinarian
Time Manager	Maintenance Monitor	Listener
Leader	Organizer	Teacher
Administrator	Innovator	Initiator
Role Model	Fire Chief	Facilities Manager

Transferable skills you most likely possess:

Communication: writing and corresponding, speaking effectively, listening empathically and carefully whenever necessary, portraying ideas clearly and imaginatively

Critical Thinking: defining a problem, evaluating alternative courses to action critically, creating divergent solutions to problems when more than one answer is possible, shaping new ideas in the context of old circumstances

Human Relation: interacting cooperatively with people, communicating orders, instructions and feelings with openness, genuineness and understanding; delegating tasks in ways which show respect for the other person and receptivity to his/her ideas

Valuing: the ability to view and assess an area of work activity in terms of the effects it will have upon human welfare, and the ability to make and enforce decisions in terms that will maximize such welfare

Detective: discovering and identifying people who have information relevant to a task or problem, and identifying resource materials which are necessary to solving the problem

Interviewing: acquiring information from people when the people may be difficult to reach, or reluctant to divulge information; generating trust necessary for future contacts

Additional skills and characteristics you may want to emphasize:

Ability	Abstract thinking	Accommodation	Accountability
Accuracy	Administration	Advising	Anticipating
Assertiveness	Awareness	Authority	Acting quickly
Approachable	Balance	Being truthful	Brainstorming
Clarification	Collaboration	Communication	Compromising
Confidentiality	Conflict resolution	Confronting	Cooperation
Coordination	Counseling	Creativity	Courage
Caring	Decisiveness	Design	Diplomacy
Delegation	Directness	Decision-making	Dependability
Encouragement	Enforcement	Educating	Evaluation
Exemplify	Firmness	Fairness	Flexibility
Friendliness	Facilitating	Feedback	Follow through
Generate alternatives	Goal setting	Group meetings	Guidance
Goal-oriented	Handle logistics	Hypothesizing	Humility
Humor	Innovation	Improvise	Impartiality
Interpersonal skills	Imagination	Influencing	Information
Initiating	Instructing	Interacting	Interviewing
Intuition	Investigation	Judging	Layout/formatting
Knowledge	Knowing limits	Logic	Listening
Leadership	Management	Marketing	Meeting management
Mediation	Motivate	Objectivity	Organization
Observation	Oral presentations	Openness	On duty
Planning	Problem-solving	Provide care	Prioritizing
Proactive	Productivity	Programming	Promoting
Proposing	Public speaking	Patience	Persistence
Referral	Reinforcement	Reliability	Reporting
Risk-taking	Respectability	Role modeling	Research
Self-confidence	Sincerity	Strategize	Support
Stress management	Supervision	Time management	Training
Trust	Tolerance	Understanding	Writing skills

Ideas for describing responsibilities:

- Promoted positive community atmosphere through student organization programming.
- Served as a resource person and representative of the Office of Fraternity & Sorority Life.
- Implemented policies and procedures for a facility housing 60 diverse undergraduate students.
- Designed and facilitated social and educational programs for members, including topics of diversity, substance abuse, personal development, relationships, security, involvement, and academic performance.
- Utilized organizational and public speaking skills to create and present programs to educate members about critical issues.
- Mediated conflicts between members in a diplomatic and sensitive manner.

- Possessed and utilized skills and knowledge of campus resources to counsel students in areas such as sexual assault and drug and alcohol abuse.
- Awarded “Sorority Leader of the Year” or “Fraternity Man of the Year” for 20XX-20XX
- Worked with a staff of 7 chapter leaders to facilitate educational and social programs for members.
- Utilized crises management skills.
- Attended both weekly individual and staff meetings.
- Conducted monthly meetings with members for information and community building purposes.

Resume Samples:

LEADERSHIP EXPERIENCE

Vice President, Alpha Beta Sorority, Colorado State University **Dec. 2014 – Nov. 2015**

Demonstrated leadership skills by serving as Membership Chair and Program Coordinator, responsibilities included marketing, recruitment, interviewing, conducting presentations, advising prospective and new members.

- Formulated, directed and coordinated marketing for programs and service projects, and promoted ideals while working with school administration and community business leaders.
- Enhanced business communication as a consultant to the President of the chapter to help keep chapter in good standing with national guidelines and served as the President in her absence.

STUDENT LEADERSHIP & INVOLVEMENT

President, Phi Delta Theta, CSU **January – December 2015**

- Enhanced project management skills through conducting executive meetings of 22 officers weekly.
- Developed leadership skills by assisting in the professional, personal and leadership development of 50 active members.
- Strengthened communication skills by assisting officers, members and other collegiate chapters in planning semester events.

Participant, University Leadership Conference, Colorado State University **Nov. 2015**

- Completed Leadership Success Certificate Program

SKILLS

- **Leadership:** Gained through being an active member in Delta Gamma Sorority and being an active member in the International Student Services. As well as attending several leadership conferences throughout the country.
- **Communication:** Developed through interacting with students and professors when running and managing the computer lab, being a teaching assistant and working with different student committees on campus.

• **Computer:** Skilled in Microsoft Word, PowerPoint, Excel, FrontPage, AutoCAD, Maple, ArcGIS 9.0 and highly computer oriented.

LEADERSHIP & SERVICE:

Vice President of Leadership Development (CSU Panhellenic Council) August 2015 - Present

- Welcomed opportunity to make a difference on campus regarding leadership issues while also developing project-management skills.
- Gained a direct avenue and insight to work with the top university officials to make the campus more welcoming and inviting for diverse students.

TIPS:

- Have someone in the Career Center and a professional in Fraternity & Sorority Life review your resume.
- Highlight (by moving bullets closer to the top) those responsibilities that most closely match the requirements for the position of which you are applying.
- Do not include anything you are not prepared to discuss in the interview.

Interview Considerations:

Be ready to share examples of:

- Challenging situations and how you handled them
- How you work with others
- “The one that got away”
- Programs you’ve developed
- Good/poor supervisors you’ve had
- Successes

Share the amount and types of training you’ve accomplished (including diversity training) and the strengths you have developed or enhanced through this experience.