

# How to Represent Civic Engagement on a Resume or CV

## Why include your civic engagement work in a CV or resume?

Your civic engagement work can help you

- Highlight your transferable skills
- Illustrate your commitment to an institution's mission

## How/where might civic engagement appear on a resume or CV?

- Depends on the job. Read job description carefully and research the organization.
- Not necessary to distinguish between paid and unpaid experiences.
- Resume: Work Experience, Leadership Experience, Program Management Experience, etc.
- CV: Research, Community Engagement, Academic Service, etc.

## Tips for representing civic engagement on a resume or CV

- Avoid acronyms and overly specialized jargon.
- Use specific verbs to describe what your civic engagement experience entailed.
- Describe your experiences in terms of what you accomplished.
- Eliminate the pronoun "I" and do not use full sentences.
- Avoid introductory or wind-up phrases such as "My duties included..."
- Describe the parts of your civic engagement experience that best illustrate your ability to meet a potential employer's needs

## EXAMPLES

The Jane Addams Hull-House Museum, Chicago, IL

[date – date]

**Independent Grantwriting Contractor** for Institute of Museum and Library Services and American Alliance of Museums grant applications

- Edited text of two grant narratives for program [XYZ] to more effectively convey program's innovative vision and plan for implementation:
    - Rewrote historical background section of grant narrative to better convey the two cities' unique potential for intercultural dialogue
    - Revised impact statement to respond more directly to granting organizations' program guidelines (fostering civic engagement and promoting cultural understanding)
  - Proofread budget rationale to ensure complete stylistic consistency and mathematical accuracy
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*Volunteer*, The Odyssey Project, Chicago, IL

[date – present]

- Interview current and past students about their experiences, skills, and career and educational goals
  - Write 10 student success stories for donors and business partners in collaboration with full-time staff
  - Draft a report of the CEO's presentation to major donors and thought leaders
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**Graduate Fellow, Brady Program in Ethics and Civic Life**, Northwestern University, Evanston IL [date – date]

- Mentored 16 students in researching, designing, and implementing a community service project that compiled key resources for newcomers to Evanston
- Communicated regularly with faculty, community partners, donors in order to keep them updated about program activities and goals
- Facilitated student discussions, meetings with community members, and assessments

## Resources

- Northwestern Career Advancement, [northwestern.edu/careers](http://northwestern.edu/careers)
- Versatile PhD (access through NCA website, under “Resources”)
- *“So What Are You Going to Do With That?”: Finding Careers Outside of Academia, Revised Edition*, Susan Basalla and Maggie Debelius