How to talk about student leadership experience on your resume

## Student leadership (through clubs, Greek life, service learning, and more) provides an opportunity to develop excellent transferrable skills. Leadership skills are ranked among the top ten most important competencies employers seek from their employees. As student leaders, you’re learning great skills, but how do you talk about your leadership experiences on your resume?

This worksheet is intended as a resource to help you think about your experiences as a student leader and construct resume statements that showcase your skills, knowledge, and experience.

 **Step 1: What have you experienced as a student leader?**

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| 1. Describe the most difficult situation you have encountered as a student leader. What issues were involved? How did you address it? What was the outcome? |  |
| 2. What are you proudest about from your experience as a student leader? |  |
| 3. In your role as student leader, what has been a noteworthy experience? |  |
| 4. Describe your typical role at meetings. Do you lead? Take notes? |  |
| 5. What programs have you planned and implemented during your time as a student leader? What were the outcomes?  |  |
| 6. Student leader roles typically have significant administrative responsibilities. What are they?  |  |
| 7. How have you contributed to the organizations of which you have had leadership roles? |  |

# Step 2: What transferable skills have you gained?

**Think of the skills you are gaining in your current student leadership position(s) as transferable skills**. Transferable skills are skills that can be used in most jobs and are not limited to one position or academic discipline. Use our [Career Readiness Skills Employers Want](https://career.oregonstate.edu/sites/career.oregonstate.edu/files/career_readiness_skills_employers_want_1.pdf) worksheet to help!

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| **RESPONSIBILITIES** | **TRANSFERABLE SKILLS** |
| Counsel and advise first year students on academics and personal questions/concerns | Counseling CommunicationMentoring |
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**Compare the transferable skills you wrote about above to the requirements of the position you are applying for.** These matches can help ensure you are including the responsibilities from your student leadership position that will be most relevant to the new position you are applying for!

**Step 3: Create a power statement using action words**

Create a [power statement](https://career.oregonstate.edu/sites/career.oregonstate.edu/files/power_statements.pdf)! Remember to use [**action verbs**](https://career.oregonstate.edu/sites/career.oregonstate.edu/files/action_words.pdf) and try to quantify results when possible. Try to use examples where you utilized a leadership skill, like leading others, facilitating, managing conflicts, etc.

*Some possible examples:*

* Managed club budget of $500
* Coordinated 3 fundraising events for X Greek House, overall making $350 for the fund
* Oversaw 35 members of X Club as club president
* Developed and ran 3 service-learning events, recruiting over 200 student participants
* Recruited 4 new members for X Greek House

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| **Description of task** | **Skills + Action Word** | **Power statement** |
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