



Service-Learning and Community Service belong on your resume, and here's a guide.

What is Service-Learning?

In short, service-learning is an approach to teaching that incorporates the act of serving into the course experience by connecting the classroom curriculum to a practical need within the community at-

large. Intentional reflection regarding the resulting service always accompanies the service-learning experience.

How do you know if you've had a Service-Learning course?

At Carson-Newman, most service-learning courses are designated in the course catalog with the letters SL in their course code. For example, the course code for the First Year Seminar course Liberal Arts 101 is LA 101-SL. If you do not see this designation in a course code, but believe the course may still have incorporated service-learning, please consult with your professor.

Is there a difference between Community Service and Service-Learning?

Yes. Service-learning will have a direct or intentional connection to an academic course and require the necessary step of reflection that the approach prescribes. Community service will generally be an experience that is voluntary and not specified by a course.

How can I list service on my resume?

There are a few ways to list service experience on your resume. It can be listed simply as Service-Learning Experience when applicable. Volunteer Experience, Community Involvement, and Community Service are also common listings or headings. If professionally relevant to the position to which you are applying, you can even list it under Professional Experience, Related Experience, or Relevant Experience. Depending on your role and purpose within the service experience, you could list it under Leadership Experience or Activities. As the standard length for a resume is one page, effective use of space is critical. Therefore, as with any of the valuable experiences you place on your resume, you want to be concise but clear in communicating their relevance to the position to which you are applying. Thus, details to consider listing include: those who benefitted from your service (the organization and population served), a brief description of the service, any skills or abilities gained or refined as a result of the service, and the amount of time required by the service (hours, days, weeks, etc.). (See examples below.)

VOLUNTEER EXPERIENCE

Volunteer Intern, Compassion Coalition (800+ hours), Aug 2015 – Present

- Trained in Ohio to be a facilitator for Cost of Poverty Experience (COPE), which is a 3 hour poverty simulation for middle to upper class individuals.
- Assist in facilitating and implementing trainings such as: Bridges out of Poverty, Cost of Poverty Experience, and Frontline.
- Aid those seeking assistance by phone by making referrals to appropriate community organizations dependent upon the need.
- Manage the Knoxville Furniture Ministry by processing and approving referrals, maintaining database, and contacting community partners.

COMMUNITY SERVICE

Mossy Creek Clean-Up (Jefferson City, TN), November – December 2015

- Landscaping and brush clearing around Mossy Creek as part of a land development initiative to provide more recreational space for the campus and community.



For assistance with finding volunteer opportunities, please contact the Bonner Center for Service Learning & Civic Engagement at Carson-Newman by emailing bonner@cn.edu or calling 865.471.3594. For service-learning opportunities, please speak with your advisor.

Do companies value service?

Yes. In fact, as you research the companies associated with the positions to which you are applying, you may find that for a number of them service is built into their company culture and mission. You may also find that their areas of interest intersect with your own as it pertains to service and community engagement. If so, be sure to draw attention to this connection within your resume.

Can I substitute service experience for work experience?

Absolutely. This is one of the most significant benefits of service experience. Besides allowing for practical application of knowledge and the development of one's skillset, character, and sense of social responsibility, service can easily substitute for work experience if you are lacking relevant paid experience for a desired position. If your service experience speaks directly to the requirements and responsibilities of the position, listing it on your resume is a must. Be sure, however, to denote the experience as service experience. You can do so by listing any such positions as volunteer.

For additional resources and assistance related to career planning, contact the Office of Career Services at Student Success located in the Learning Commons of the Stephens-Burnett Library (second floor, office number 225). You can also contact the office by email at careerservices@cn.edu or call 865.471.4483.

You can also connect with the office through one of the platforms below:



www.cn.edu/careerservices