

Resume Tips and Overview

Now that you've completed your 2 years serving globally, it's really important to capture that experience on your resume and you start looking for a job.

Did you know that the average recruiter spends about 6 seconds reviewing your resume?

That is NOT meant to scare you, but just means you need to make sure your experience stands out in that time!

Remember, your resume is your story and how you convey that experience determines if you'll get to that all-important next step: the interview!

Some Basic Resume tips to get you started

- **One page is the goal:** The real goal of your resume is just to present your key skills, relevant experience, and ultimately, get you to the interview where you can explain the rest in person.
- **Remove the generic info:** Try to use your experience to show that you are a team player that is hard-working and dedicated rather than just listing these on your resume. For example, you can list additional roles or responsibilities which you volunteered for or took on that were not assigned as your day to day job which highlight that you are willing to go above and beyond.
- **Use Action Words/Verbs:** The key is to use the right language to describe those unique contributions you made. Think of words like "managed", "created", "led" or even "produced". These indicate that you are leading a project or team and are capable of doing that again.
- **Each application deserves its own resume:** Again, your resume is meant to help you get to the interview. Make sure that your resume ties your experience directly to the job you want to interview for and shows how you are uniquely qualified for that specific role. It's always good to have a "master" resume that lists all the skills you can think of for each role and then highlight those as needed for each job you're applying to.
- **Quick Tips:**
 - Use the same font and format throughout your resume
 - No smaller than 0.5 margins, classic fonts in size 11-12.
 - Stay away from personal pronouns (I, me, my, etc.)
 - Avoid paragraphs of text – keep it concise
 - Proofread the final draft – don't let a grammar or spelling mistake cost you a job!
 - PDF Format is best

Highlighting Your GoCorps Experience on Your Resume

You might find yourself thinking, “how do I put all this experience on my resume and not just list it as ‘missionary for the past 2 years’?” That’s exactly why we put this guide together for you! Start by sitting down and listing out all of the projects, team outreach efforts, language learning, etc. you were a part of during your time overseas, big or small. Once you have that all listed out, you can start putting your resume together...and hang on to that, because it will help with interview prep too!

Language and words you use to representing your experience: Some of the terms you’ve been used to using in the field might need to be adjusted slightly for your resume when seeing a job.

Instead of...	Consider using...
sending organization	non-profit
my organization or team on the field	NGO or non-governmental organization
team member for a Christian ministry organization with a project in X country	staff member for an NGO with 15+ years’ experience in X country
support raising	fundraising
missionary	cross-cultural worker

Your Experience Speaks Volumes: Every Goer has some similar experiences and we’ve compiled a list below that will help you understand those character traits and skills and what that says about you as a potential employee.

Experience	What this demonstrates...
Working in a multi-cultural team	Willingness to get out of your comfort zone & cross cultural competency and communication
Maintaining donor communications via newsletter and blog	Strong written communication skills
Language Learning	Perseverance
Helping poor and oppressed/social justice	Value and principle driven
Support Raising/Fundraising	Organization, sales, recruiting, follow-up, concise and compelling communication skills

When Possible, Use Numbers and/or Details: Try to think of at least 1-2 meaningful ways to measure your experience. Did you work on a team of 6, maybe meet with a weekly group of 2-3 for an English club or coordinate 2 summer community outreach camps? Think of ways to put that on your resume.

Do Your Research: Depending on the type of role you want to have, and/or company you want to work for, do your research to find out what types of experiences they find valuable or require on job descriptions you are interested in. It helps to have a target in mind of the type of role you are looking for and how you can create your unique story from the experience you've had.

Summaries Can Be Helpful: Similar to an objective, this would be 2-3 sentences at the top of the page including a dedicated section for skills. This helps demonstrate that you know the value that you bring to the table for any employer and highlights more clearly what you want to do.

A few examples of how you could list your GoCorps experience on your resume:

Short-Term Team Coordinator

[NGO Organization Name or Project/Organization Name], Nicaragua

- Led groups of 10-12 volunteers, conducted weekly training meetings, followed up on goals, and created weekly progress reports
- Planned, organized, and taught 10 workshops on goal setting, relationship building, and leadership
- Increased volunteer effectiveness by providing training in individual communication, problem-solving, and productivity skills for 15 team members
- Trained 4 new team members
- Developed additional leadership and conflict resolutions skills while working with diverse group of people in an unfamiliar culture.

Community Outreach Advocate

[NGO Organization Name or Project/Organization Name], Tajikistan

- Collaborated with multi-cultural teams to increase effectiveness of outreach to multi-cultural communities for the purposes of community development.
- Participated in and led team building development activities and ensured that the goals and values of the team mission were fulfilled.
- Fundraised 100% donation-based funds for 2 year project in less than 4 months, in addition to fundraising for project-based on ongoing needs.
- Maintain database and personal communication with 60+ financial partners.
- Adapted to living in a cross cultural context, including basic language, commerce, community relations, and transportation.
- Planned weekly community building events.

Business Development and Operations Associate

[NGO Organization Name or Project/Organization Name], Morocco

- Partnered with a group of over 10 individuals to provide quality service and establish small business training for local community members.

- Acquired valuable international business and leadership experience by working in a foreign nation.
- Conducted weekly group presentations for business development and process improvement to encourage growth and development of local business partners.
- Overcame cultural barriers and developed fluency in the Arabic language to successfully penetrate targeted customer segments.

English Teacher to Medical Students

[NGO Organization Name or Project/Organization Name], Laos

- Taught weekly English classes to medical students and other allied health professionals to provide access to the latest research and education for the healthcare benefit of the population.
- Assisted with development of additional educational materials and curriculum to enhance current and on-going learning objectives.
- Specialized in science, medical, nursing, and engineering academic disciplines.
- Adapted to living in and teaching in a cross cultural context, including basic language, commerce, community relations, and transportation.

Examples of skills that may be relevant for you to list by track:

Agriculture:

- Gardening and farming
- Harvesting and storing foods and seed preservation
- Management of soil fertility
- Working with cattle, pigs, poultry, sheep, goats, fish, or other animals
- Food security
- Sustainable agriculture and food security
- Environmental education with youth or adults
- Natural resource management, watershed management, and conservation efforts
- Forestry, tree planting and care

Youth Ministry or Compassion/Justice:

- Social work and counseling
- Experience working with at-risk youth and their parents
- Working with youth to promote life skills, leadership, literacy, parenting skills, HIV/AIDS prevention, sex education, health, small business development, and experiential education

Business or Community Development:

- Grant writing and fundraising experiences
- Community organizing
- Business management, budgeting, and marketing
- Information technology

Teaching:

- Teaching or tutoring English, foreign languages, and other subject areas
- University teaching or outreach
- Any experience with special education and/or primary/secondary school teaching
- After school programs or clubs including English clubs or camps



Go Beyond Ordinary

Medical:

- Health education or public health outreach
- Direct patient care (hospital, clinic, or hospice care)
- Medical certifications (RN, EMT, CPR, Wilderness First Responder, etc.)
- HIV/AIDS or sexual health education
- Malaria or other infection disease preventative care education
- Maternal health or family planning
- Nutrition education