

# CHURCH SERVICE

## ELDER/SISTER

### At A Glance

- Volunteer service can be an excellent addition to a resume when you don't have any other relevant experience
- Volunteer church service should be used minimally

### Key Things to Remember

- Religion is considered personal information; therefore, it is important to know your audience before disclosing your religion on a resume
- Only include experience relevant to the position, omitting religious aspects and jargon, and highlighting transferable skills such as leadership, communication, and work ethic
- Describe skills and use titles that convey what you did and are easily understood by people unfamiliar with your church. Example: "Official Representative/Full Time Volunteer" instead of "Full Time Missionary"

## EXAMPLE RESUME

### Full-time Representative

The Church of Jesus Christ of Latter-day Saints; Aug 2013 - Aug 2015; Neuquen Argentina

- 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 skills
- Increased volunteer effectiveness by providing training in individual communication, problem-solving, and productivity skills for 15 volunteers

### Spanish-speaking Volunteer

Religious Organization; Sept 2015 - Dec 2015; Provo, UT

- Developed strong work ethic by working 12 hours per day to meet specific goals
- Supervised office staff of 5 as Financial Administrator for 9 months
- Fluent in reading/writing in Spanish; refined public speaking skills
- Taught English as second language to 5-8 community members weekly

### Scout Leader

Boy Scouts of America; Jan 2018 - Jan 2019; West Jordan, UT

- Met twice weekly and on occasional weekends with 10-12 young men ages 12-18
- Increased participation in activities by 30% in first year of service
- Taught weekly self-improvement lessons and oversaw service projects and other character building activities resulting in 8 young men earning the Eagle Scout award