

M3 Canada

Leveraging Volunteer Experience for Career Growth

Quick Takeaway Worksheet

Use this worksheet to turn your volunteer experience into stronger resume bullets, better interview examples, and a more complete LinkedIn profile.

1) PICK YOUR EXAMPLE

Choose one volunteer role, event, or activity to work with.

Volunteer role/activity: _____

Organization: _____

What did you do? _____

2) SPOT THE SKILLS

What skills did you use or build?
Check all that apply.

- ☐ Communication
- ☐ Teamwork
- ☐ Leadership
- ☐ Customer service
- ☐ Problem solving
- ☐ Organization
- ☐ Reliability
- ☐ Adaptability
- ☐ Public speaking
- ☐ Planning/coordination
- ☐ Relationship building
- ☐ Digital/social media
- ☐ Other: _____
- ☐ Other: _____

3) MAKE IT RESUME-READY

Use this formula: *Action verb + what you did + impact*

Action verb: _____

What I did: _____

Impact/result: _____

My resume bullet: _____

4) ADD THE NUMBERS

Numbers help show scope and impact.

Participants: _____ Volunteers: _____

Hours: _____ Events: _____

Donors/community members: _____

Other: _____

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5) BUILD YOUR INTERVIEW STORY

Use STAR to turn your experience into an interview example.

S - Situation: What happened? _____ _____	T - Task: What needed to be done? _____ _____
A - Action: What did you do? _____ _____	R - Result: What happened/improved/changed as a result? _____ _____

6) GIVE LINKEDIN SOME LOVE

Where could this experience show up?

- ☐ Volunteer section
- ☐ Experience section
- ☐ Skills section
- ☐ Accomplishments
- ☐ Ask for a recommendation

One LinkedIn update I'm going to make:

7) MY NEXT MOVE

What's one thing you'll do this week?

- ☐ Rewrite one resume bullet
- ☐ Add volunteer experience to LinkedIn
- ☐ Write one STAR story
- ☐ Explore a new volunteer opportunity
- ☐ Other: _____

My commitment: _____

**REMINDER: Volunteer experience is real experience
- the key is knowing how to talk about it!**

Learn more about volunteering with MS Canada at
<https://mscanada.ca/volunteer>