



GREEK LIFE: RESUME WRITING TIPS

Being a campus leader affords you the opportunity to develop and demonstrate many skills. However, sometimes the language we use within the organization doesn't immediately translate to the world of work. The examples below are available to help students in Greek Life leadership roles translate their experience to align with skills and qualities sought in potential interns and employees.

GREEK JOB DESCRIPTION

RESUME TRANSLATION

PRESIDENT

- Oversees the chapter's events
- Presides over meetings
- Ambassador for the chapter

- Lead ### member organization
- Delegate responsibilities to team of 8 to best achieve goals
- Communicate with members, university administration and national office professionally and consistently

VICE PRESIDENT

- Steps in when president cannot be there
- Assists president when needed

- Collaborate with organization leadership to manage meetings, events, and administrative tasks
- Entrusted to represent organization when president is unavailable
- Revise rules and bylaws and coordinate annual elections

SCHOLARSHIP

- Ensures the chapter members are maintaining grades
- Helps members find resources to improve grades if he or she is struggling

- Coached members on academic matters
- Coordinate study sessions and tutoring each semester
- Educated members on campus resources available to support academic success

FINANCE

- In charge of all chapter financial obligations
- Ensures dues are paid for

- Manage budget of \$0.00
- Monitored expenditures, deposits, and money market account
- Supervised monthly due submissions, assessing late fees as needed

PHILANTHROPY/COMMUNITY SERVICE

- Finds community services opportunities
- Plans events for philanthropy week on campus

- Delegate assignments to members to plan philanthropic event engaging 400 participants
- Collaborate with six (6) organizations to raise over \$4,000 for local charity

MEMBER EDUCATION

- Ensures members know rituals and history of the organization
- Works with new members

- Educate new members about traditions, resources, and goals of organization
- Develop curriculum to train # to ## members weekly
- Build rapport with new members, establishing trusting and professional relationships

RECRUITMENT

- Plans recruitment events
- Invites people to events

- Plan events for ## members and guests
- Negotiate prices and services with vendors
- Communicate with prospective members, alumni, University administration, and members to plan and implement events

SECRETARY

- Writes minutes and sends them to chapter members
- Writes letters to nationals and other organization

- Record meeting minutes, following organization protocol
- Send emails and hand-written letters to national organization and University administration
- Collaborate with executive board to oversee organization goals



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