

Adding Greek Life to your resume is highly recommended. Many skills developed during your membership are transferable and applicable to a variety of professional settings.

Critical elements to include:

- Identify the organization and dates of involvement.
- Detail specific skills developed (communication, creativity, organization, teamwork, budget)
- List committee involvement, and leadership roles including dates of service.
 - President, August 2017 to May 2018
- Include participation in philanthropic events, and details about the event results (fundraising, community service)
- Emphasize types of projects completed and the number of members coordinated.
- Give concrete quantifiable details.
 - How many people? How many events? How much money raised? How many hours did you put into planning and executing an event? How often do you attend meetings? How many hours did you volunteer in the community?

Examples:

- Oversaw three directors and a committee of 20 members to attract new members to the organization.
- Allocated budget of \$3,000 among operating costs, materials, four formal recruitment events, three informal events, and marketing materials.
- Delegated event planning while ensuring compliance with governing regulations and budgetary constraints. Recruited 36 new members and engaged membership of over 100 women in the process.
- Directed and delegated # of events to promote membership and values and introduce members.
- Manage a budget of approximately \$# for events such as recruitment, mixers, and alumni weekends.
- Coordinate career development workshops to support the personal and professional development of members to secure internships and jobs.
- Utilize event planning, organization, money management, and negotiation skills to plan 15-20 events per year.
- Contact vendors, reserve locations, coordinate food and transportation, and market events for 200-300 people.
- Oversaw and executed recruitment process; created a public relations plan for the year and successfully increased recruitment quota from # to #.
- Oversee facility management for 30 residents, ensuring maintenance, safety, and routine cleaning.
- Organized several philanthropic events, both on campus and in the community, successfully raising over \$# for local charities.
- Launched Instagram for the sorority. Gained 1,000 followers within three months.
- Ensured that all standing rules and bylaws, as well as national rules, were adhered to consistently by members
- Led a team of five to plan, design, and implement the first day of sorority recruitment, which included eight scheduled hours of meet-and-greets with 200+ potential new members.
- Receive training on issues such as conflict management, decision-making, mentoring, and cultural sensitivity.
- Utilize leadership and communication skills as well as demonstrate empathy and the ability to create a supportive environment for first-year students.