

## Volunteer work in job application and CV

As a volunteer there is much experience you can draw from, when applying for a job. Start by reading the job advertisement thoroughly and notice which tasks they want to have solved, and which competency they are looking for. Next you must consider what you know, and what experience you have that can be used for what they are looking for.

If you do not have much work experience, it can be extra important to state your experiences from your volunteer work that describes the tasks and competency the workplace is looking for in the job advertisement.

You should adjust your application and CV to contain your volunteer work to the job you are applying for, so that you only list the experiences that are relevant for the specific job you are applying for. As a rule of thumb, the application should be about one page, where as your CV can be two-three pages long depending on your experience.

### **Examples of volunteer work in an application**

The most important thing in an application, is that you with specific examples can clarify to the employer what you specifically can add to their workplace.

When the employer has read your application, he or she should have a good impression of you being the one they need for the job. Whether your experience comes from a job with pay or from volunteer work is less important.

Here are some examples of how you can add experience from volunteer work in your application:

- Working with you, I will draw from my teamwork experience with many types of people and personalities that I have from my volunteer work, amongst other I have much experience from Jamboree Denmark 2022.
- My long-time experience being around children and motivating children and young people from guiding and scouting, is what I will use in the work in the after-school centre
- As a leader for guide and scouts, I am used to creative way of thinking and of finding new solutions which is an experience I will use working with you.

## Examples of volunteer work in a CV

### Personal information

*Name, address, year of birth, phone, mail, optionally photo.*

### Academic profile (can be omitted)

*Your profile must match the job you are applying for. Describe what you can offer in comparison to what the employer is seeking.*

### Work experience (If you do not have any work experience move this headline to education)

*List your previous work and student job in reverse chronological order.*

*Describe precise and short underneath, which overall task you have performed and possible the results you have made.*

### Education

*Describe what you can use from your education that are relevant for the job you are applying for.*

### Volunteer work

*Describe your volunteer work in the same way as your work experience.*

For example:

- 2022**      **Volunteer in information centre at Jamboree Denmark 2022 (for 40.000 children and young people)**  
Gathering, coordinating, and passing on information from the jamboree to leaders, guide and scouts, parents, and other volunteers with focus of being service minded, and fast problem solving.
- 2022**      **Activity coordinator at Jamboree Denmark 2022 (for 40.000 children and young people)**  
Coordinate and plan activities for 40.000 guides and scouts together with a team of other skilled volunteers, where my skills of coordination and teamwork were in use as well as my creativity.
- 2022**      **Pioneer camp – building up the jamboree for 40.000 participants**  
Solve practical tasks, build bridges, set up tents.  
Experienced that we can do much more when we are many working towards a common goal.
- 2021-22**      **Educate and organise courses for other volunteers.**  
Plan, complete and evaluate one day courses for future volunteers at Jamboree Denmark 2022. My task was to coordinate the courses and find relevant subjects per specific target area.
- 2016 →**      **Leader for guide and scouts**  
Planning and accomplish weekly meetings, weekend trips and camps for 20 children and young with focus on variation, teamwork, challenges, and fun.

### Relevant courses

*Choose the courses that are relevant for the job you are applying for. You can elaborate with the relevant benefit you received, but do not make it too long. Courses from guiding and scouting can be mentioned here if they are relevant for the job you are applying for.*

Example

2022

**Graphic communication, two days** (in relation to Jamboree Denmark 2022)

Benefit: to draw and clarify essential points

### Language and it-competency

*Describe your knowledge of languages and your it-competency and which level you have per language and it-competency.*

*Write what you know of only.*

### Spare time

*Your hobbies will express you and your values. Describe in a short way what you do in your spare time, and which value it gives you. Use this to tell a story about yourself that you want the employer to know.*

### Examples

- Being in the nature gives me energy and keeps me going. I have the possibility of doing this through working with guiding and scouting which has been a part of my life since I was a child.
- I love to read since it gives knowledge of different kinds of people and personalities and their impression of life.
- Being in my kitchen give me great relaxation when experimenting with new recipes that I can share with my partner and family.
- I love my volunteer work, as an example I can mention being a volunteer at Jamboree Denmark 2022, at the Roskilde festival in 2019 as well as being a leader for the collection for Médecins sans Frontières in 2018. It is important to me to make a difference to other people.
- I like hiking and will gladly use a week or two every year to go on hiking trips with friends. I enjoy the calm that nature gives.

### Reference

*Write, that references can be obtained instead of writing them on your CV. This gives you the option of preparing your references that they can expect a call.*

If you have solved tasks at the jamboree that are relevant in your future work, you can ask your leader if they will be your reference for this application. Ask for their mail and phone so you can contact them in case the employer ask for references. It is important that you inform your leader from the jamboree that they can expect a call, and which job you have applied for.