

How to Put Rainbow on Your Resume

Because September hosts Labor Day weekend, blog post topics this month have been centered around one theme - jobs! Today, the last September post, is no different.

This is a topic I struggled with when I entered the job market... how do I put my years of leadership experience in Rainbow and all the skills I learned onto my resume? It's a challenge. It isn't traditional, paid "work experience" so I can't list it in that section because that would be a lie. It is never okay to lie on your resume, not even a little bit! So where do I put it? And what do I write? Fortunately, through years of helping people with their resumes, I've figured it out!

Let's start by agreeing on what a traditional resume looks like. Go ahead and google it if you want to. But I already did that for you. It mostly looks like this (from Rollins College):

Kimberly Duncan
kduncan@rollins.edu • 512-282-6541 (cell)

Campus Address
1000 Holt Avenue – 2587
Winter Park, FL 32789

Permanent Address
25 Hickory Oak
Austin, TX 78737

OBJECTIVE Resident Assistant at Rollins College utilizing interpersonal and organizational skills

EDUCATION

Rollins College, Winter Park, FL May 2017
Candidate for Bachelor of Arts in History; Minor in Jewish Studies

- Phi Eta Sigma Honor Society

McCullough High School, Austin, TX May 2013

- Graduated with Honors
- National Honor Society

WORK EXPERIENCE

Rollins Publishing Center, Winter Park, FL August 2014 – Present
Print Shop Assistant

- Assist in completing various print orders including anthology copyright and duplication, multiple color promotion materials, and high volume photocopy orders
- Deliver finished publishing jobs to over 47 campus departments
- Improved user friendliness of center by redesigning and updating the Copy Center Request Form

Self Employed, Austin, TX May 2011 – July 2013
Childcare Provider

- Served as caregiver for children of various families, 3 through 10 years of age, approximately 15 hours per week
- Organized daily activities and ensured safety of children at all times

COMMUNITY INVOLVEMENT

Habitat for Humanity, Orlando, FL September 2013 – December 2013
Volunteer

- Collaborated with other students to build new home for local family
- Provided 90 service hours, helping complete house construction in three months

M.J. Smith Elementary School, Austin, TX January 2013 – May 2013
Mentor/Tutor

- Acted as role model and friend for third-grade student
- Provided weekly classroom assistance with reading and math assignments
- Assisted student with homework and partnered in after-school activities including bowling, park visits, and trips to the local movie theater

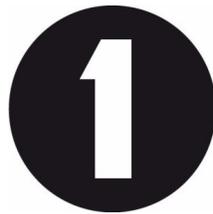
COMPUTER SKILLS Familiar with Microsoft Word and Excel

There's your personal info at the top, then maybe an objective, education, work experience in chronological order with bullet points, and "other" sections (which you can title many different things) that could list community involvement, volunteer work, extracurriculars, personal achievements, hobbies, skills, etc.

One more thing we should have in mind before we get into resumes is that hiring managers and human resources folks only spend about 6 seconds reading your resume. That's it. 6 seconds. You have to be careful about what stands out!

Got all that? Okay, let's get creative!

It seems obvious to list your Rainbow experience in the "other" sections I mentioned above. But that's usually at the bottom of the resume. And it is sometimes a section managers skip when reading a resume. I don't want that to happen, especially for our Rainbow girls who might not have held many jobs, but are more qualified than other people due to Rainbow. So, here are some ways to get creative:



Write a skills-based resume (or even a STRENGTHS-based resume, about which I'll go into more detail in a future post). In this type of resume, you don't list your jobs in chronological order like the sample above. You list your top skills (maybe 2-5 depending on your years of experience) and then you write bullet points giving more detail about how you've used/developed them. Here's an example (from Purdue University):

Sample Skills Résumé. Copyright The Purdue OWL.

JENNIFER IANNUILLI

Current Address (before 5-12) 214 Boilermaker Street West Lafayette, IN 47907 (795) 555-5555 boiler@purdue.edu	Permanent Address (after 5-12) 123 Apple Lane Mt. Pleasant, SC 29083 (812) 555-5555
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Professional Goal
A career in personnel management that would involve coordinating and training skills

Education
Purdue University: Expected graduation, May 2012
Bachelor of Arts in Public Relations
Minor: General Management
GPA (4.0 scale): Major 3.8, Minor 3.9
Overall GPA: 3.7

Major Related Courses

Personnel Management Interviewing Labor Relations Industrial Psychology	Organizational Psychology Business Law Marketing
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Skills

Coordinating

- Planned and organized campaign for Grand Prix Queen candidate
- Assisted in planning and organizing a sorority rush program
- Supervised dining room preparation at the Sheraton Plaza
- Developed and presented peer counseling seminar for the American Personal Guidance Convention, Washington DC, 2009

Training

- Supervised the peer counseling programs in St. Louis high schools
- Instructed other employees in proper food and beverage services
- Tutored students in College Algebra and Marketing courses

Work Experience (paid for 100% of college expenses)

- Waitress, Sagamore Room, Purdue Memorial Union, August 2008 to present
- Salesperson, University Book Store, Purdue University, May 2007 to May 2008

References
Available upon request

Sample Skills Résumé. Copyright The Purdue OWL.

A pro of this format is you can list your Rainbow experience all throughout your resume! Here's some examples of how you might write about Rainbow in this resume:

Skills

Customer Service

- Assist attendees at booths at several local events throughout the year (giving directions, answering questions, offering water and toys for children).
- Serve dinners at outreach events to a group of 50-75 people.
- Welcome and provide guidance to guests as seasonal employee at summer musical theater festival.

Event Management

- Planned and executed themed events to be engaging for a range of age groups and interests.
- Successfully marketed my own and other events to achieve attendance goals for youth group.
- Managed logistics at events to ensure the proper amount of food, seating, and appropriate timing of speakers and activities.

Creativity and New Ideas

- Came up with 3 brand new fundraising ideas to engage the community and increase income by 50% for my youth group.
- Won competition to create new t-shirt design for my youth group to be sold throughout the state.
- Created brand new filing system at temporary office job, received consistent positive feedback from coworkers and managers about ease of use and time saved looking for items needed.

A con of this format is that some managers might not like it because they aren't used to seeing it and they might not read it (remember, only 6 seconds). But you could also get someone who loves that it's something they haven't seen before. You just never know. Your best bet is to use this resume format if you have already met the manager, or get a referral, or give it to them in person, and can tell them, *"I have a skills-based resume. If you want another format to look at, please let me know, but I think you'll enjoy reading this to get a better picture of what I can do."*



Another way to get creative is to write out your own "other" section for Leadership Experience with bullet points like you would for work experience. Here's the inspiration I found for that (from Rollins College):

HANNAH MARTIN

804-364-3471 • hannahmartin1@gmail.com

103 Pinehurst Court, Glen Allen, Virginia 23059

OBJECTIVE

Seeking a Student Assistant position with the Office of International Studies utilizing leadership ability, bilingual skills, and customer service experience

EDUCATION

Rollins College, Winter Park, Florida May 2017
Candidate for Bachelor of Arts in Music

Glen Allen Preparatory School, Glen Allen, Virginia May 2014
• National Honor Society
• Winston J. Marshall Scholarship

French Immersion Program, Paris, France December 2013

WORK EXPERIENCE

Piano Brothers, Richmond, Virginia January 2012-Present
Musician / Sales Associate

- Taught piano lessons to 20 students and conducted rehearsals for monthly performances
- Consulted with customers to determine appropriate instrument for skill level

Richmond Symphony Orchestra, Richmond, Virginia June 2011-September 2011
Camp Counselor

- Supervised 14 campers in activities ranging from hiking to water sports
- Communicated with parents to ensure safety and health of campers

LEADERSHIP

Secretary, Glen Allen Preparatory School Key Club, Glen Allen, Virginia 2013-2014

Concert Pianist, Glen Allen Preparatory School Ensemble, Glen Allen, Virginia 2012-2014

Volunteer, Habitat for Humanity, Richmond, Virginia 2012-2014

Volunteer, Good Shepherd Soup Kitchen, Richmond, Virginia 2013-2014

Captain, Glen Allen Rowing Team, Glen Allen, Virginia 2012-2014

PIANO PERFORMANCE EXPERIENCE

Solo Performances:
• All-County Solo and Ensemble Competition (Four superior ratings) 2007-2011

Ensemble Performances:
• Glen Allen Preparatory Musical Theatre Productions, Pit Ensemble 2011-Present
• Glen Allen Preparatory School, Winter Ensemble at St. Mary's Women's Hospital 2007-Present

Orchestral Performances:
• Glen Allen Preparatory School Orchestra 2011-Present
• Richmond Symphony & Youth Orchestras 2011
• Martinsburg County School Orchestras 2011
• St. Gertrude's School of Performing Arts 2009-2011
• All-County Honors Orchestra 2008-2011

SKILLS

Computer: Proficient in Microsoft Word, Excel, and Outlook; Facebook, Twitter, and Instagram

Language: Fluent in French

So, what could this look like for Rainbow? Here's an example I wrote:

Leadership Experience

International Order of the Rainbow For Girls youth group
2010 to present

- Managed volunteer efforts for 20+ participants at various charities, from the initial phone calls, to training, and clean up and everything in between.
- Ran membership drive, motivated the chapter to participate in events that successfully increased membership by 15%.
- Served as president of my local chapter twice: set goals for the term, led meetings, created events, gave public speeches at local and state-wide events.
- Currently holding a state office, responsible for coming up with new ideas for the year, voting on state rules, serving as a mentor and role model at my local chapter, and speaking at the annual convention in front of a crowd of almost 500 people.

You'll notice I used words like "chapter" and "president" in order to help the reader understand what they might not understand in *Rainbow terms*.

A pro of this option is this section of your resume will attract more attention so it is more likely to be read. And you get to really highlight all you did in Rainbow!

A con of this option is it might make your resume too long if you have plenty of other work experience to write about.



A third creative option would be to ditch the Objective in your resume and write about Rainbow in an introduction instead. This is especially helpful if you don't have a lot of work experience to write about. Here's what that section might look like:

Suzie Rainbow
suzie.rainbow@gmail.com - (702) 555-5555

A history of holding responsibility in many areas at once with a proven ability to communicate clearly, operate in a fast-paced environment, and create meaningful work during inevitable down-time. My highest values and top skills have been molded by:

The International Order of the Rainbow for Girls youth group

- Organizational skills used while creating and managing various events (fundraisers, membership drives, workshops, and bonding experiences).
- Communication skills perfected in public speaking engagements both large and small, informing members about goals and accomplishments, encouraging attendance at events, and representing the organization to the general public.
- Understanding how to work toward long-term goals and a delayed sense of gratification through a successful 3-year long membership drive.

Varsity Softball

- The ability to work toward a common goal on a team with a wide range of personalities...

One pro of this option is, because it's at the top of your resume, a manager will see your Rainbow experience quickly.

One con of this option is your introduction becoming too long. Use bullet points to make it more "readable". You could also write a brief bit about Rainbow in your introduction, and get more detailed in your "other" section.

Can you think of some other creative ways to include Rainbow on your resume to give it the respect it deserves? Feel free to share it on the blog!