

*Webinars for AmeriCorps VISTAs*

# Translating VISTA Service to Your Résumé and Career

To join the audio portion by phone,  
please dial:

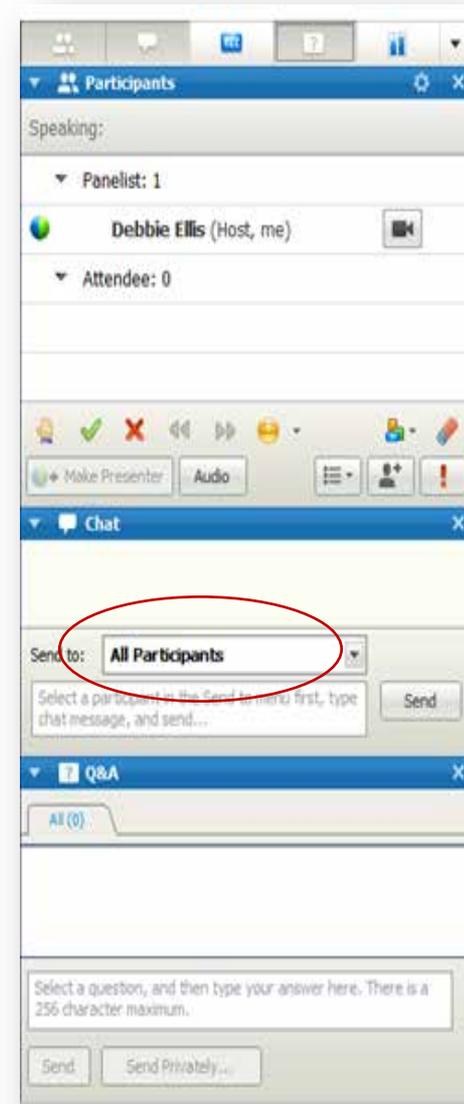
**877-891-6974** Passcode: **8306493**

This session will begin shortly.

# Tips for Participating

## Webinars for AmeriCorps VISTAs

- Phones are muted
  - Phones will be open for Q&A later
- Audio available through your computer
- To ask questions, use the Q&A panel
- To share comments and ideas, use chat
- Recording will be available afterwards on the VISTA Campus
- Closed Captions can be viewed in the Media Viewer panel



*Webinars for AmeriCorps VISTAs*

# Welcome to Translating VISTA Service to Your Résumé and Career

# Today's Team

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Molly Pelzer

Corporation for National  
& Community Service



Erin Barnhart

Effective Altruism, LLC

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# Guest Speakers

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Jordan Katcher  
AmeriCorps VISTA Member  
United Tribes Technical  
College



Erin Pringle  
AmeriCorps VISTA Alum  
Program Coordinator  
RSVP

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# Today's Agenda

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- Preparing for the Transition
- Translating Service to Career-Speak
- Alumni Story #1
- Crafting a Compelling Résumé
- Alumni Story #2
- Resources and Next Steps
- Questions

# Learning Objectives

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- Effectively translate the skills, experiences, and responsibilities of your VISTA service to your résumé
- Identify keywords and language for your résumé that resonates with various job fields and sectors
- Build a portfolio of professional development activities, work samples, and accolades to share when applying for opportunities

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**@VISTAbuzz** I was a VISTA 6 years ago & I'm still experiencing career benefits because of it

*"I have been asked about VISTA in every job interview I've been on... the skills I gained from VISTA may have set me apart from other candidates."*

# Poll

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Where are you in your service?

Do you know what you want to do post-VISTA?



# Preparing for the Transition

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- What can you do today to prepare for your professional next steps?
  - Build your portfolio
  - Identify careers, jobs, and/or degree programs of interest
  - Informational interviews
  - Request letters of recommendation (near the end of service)

# Portfolios

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Writing/Work samples

Program materials

Social media snapshots

Outcomes and evaluations

Trainings completed

Software used

Accolades/Kudos

Thank you letters

Certificates

# Translating Service to Career-Speak

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How can you best describe what you did as a VISTA?



ü Prepare a 1-2 sentence description to explain VISTA to an employer

ü Define capacity building

# Capacity Building

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A set of activities that expand, the scale, reach, efficiency, or effectiveness of programs or organizations.

# Translating Service to Career-Speak

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- ü Identify activities, responsibilities, skills, and accomplishments



## Chat Activity:

What skills and experiences have you gained during your VISTA service?

# Translating Service to Career-Speak

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P Learn terms for your field and/or sector of interest

P Translate VISTA service to sector/field language

P Community Outreach =  
Marketing = Public  
Awareness



# Current VISTA

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**Jordan Katcher**

AmeriCorps VISTA Member  
United Tribes Technical College: Land  
Grant Program  
Bismarck, North Dakota

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# Crafting a Compelling Résumé

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- Share details
- Be confident
- Where possible, quantify successes
- Create a Master Résumé, then customize for each audience/position
- Tailor and make the case!



# A Not-So-Good Example

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## PROFESSIONAL EXPERIENCE

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### AMERICORPS VISTA

VOLUNTEER

PORTLAND, OREGON

AUGUST 2014-AUGUST 2015

- Volunteered with Rose City Youth, an organization that runs after-school programs for at-risk youth
- Managed volunteers and helped create new volunteer positions
- Helped with fundraising and grant writing

# A Better Example

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## PROFESSIONAL EXPERIENCE

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**ROSE CITY YOUTH**

**AMERICORPS VISTA VOLUNTEER MANAGER**

**PORTLAND, OREGON**

**AUGUST 2014-AUGUST 2015**

- Committed one year of full-time national service to nonprofit organization serving at-risk youth in Portland, Oregon's Northeast neighborhoods
- Contributed to significant expansion of organizational capacity via increased volunteer engagement, fundraising, and grant writing
- Recruited, screened, and managed volunteers for Rose City Youth after-school programs
- Increased size of volunteer program from twenty-five to thirty-five active volunteers
- Designed and led recruitment and outreach efforts for three new volunteer positions: Social Media Coordinator, Book Club Facilitator, and Fundraising Assistant
- Participated in internal grant writing and annual fundraising drive

# VISTA Alum

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**Erin Pringle**

AmeriCorps VISTA Alum

&

Program Coordinator

RSVP and Foster Grandparent  
Programs

Bismarck, North Dakota



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# Resources

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## Job Search Sites

- VISTA Job Board:  
[www.vistacampus.gov/jobs](http://www.vistacampus.gov/jobs)
- Nonprofit Careers:  
[www.idealisticareers.org](http://www.idealisticareers.org)
- Government Careers:  
[www.usajobs.gov](http://www.usajobs.gov)
- For-Profit Careers:
  - [www.indeed.com](http://www.indeed.com)
  - [www.simplyhired.com](http://www.simplyhired.com)
  - [www.monster.com](http://www.monster.com)

## Accessing Higher Education

- [www.idealisticareers.org/info/GradFairs](http://www.idealisticareers.org/info/GradFairs)
- [www.princetonreview.com/colleges-majors.aspx](http://www.princetonreview.com/colleges-majors.aspx)

## VISTA Specific

- Preparing for Life After VISTA:  
[www.vistacampus.gov/Preparing\\_for\\_life\\_after\\_VISTA](http://www.vistacampus.gov/Preparing_for_life_after_VISTA)
- Non-Competitive Eligibility:  
[www.vistacampus.gov/nce](http://www.vistacampus.gov/nce)
- Employers of National Service:  
[www.nationalservice.gov/special-initiatives/employers-national-service](http://www.nationalservice.gov/special-initiatives/employers-national-service)
- AmeriCorps Alums:  
[www.nationalservice.gov/programs/ameri-corps/alumni](http://www.nationalservice.gov/programs/ameri-corps/alumni)

# From Service to Career

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From California  
Conservation  
Corps

To Sequoia  
National Park



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# Next Steps

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- **Still in service?**
  - Start building your portfolio
  - Research jobs and degrees of interest
  - Informational interviews!
- **Close to finishing?**
  - All of the above + Request letters of recommendation
- **A VISTA Alum?**
  - ALL of the above (it's not too late to start now!)

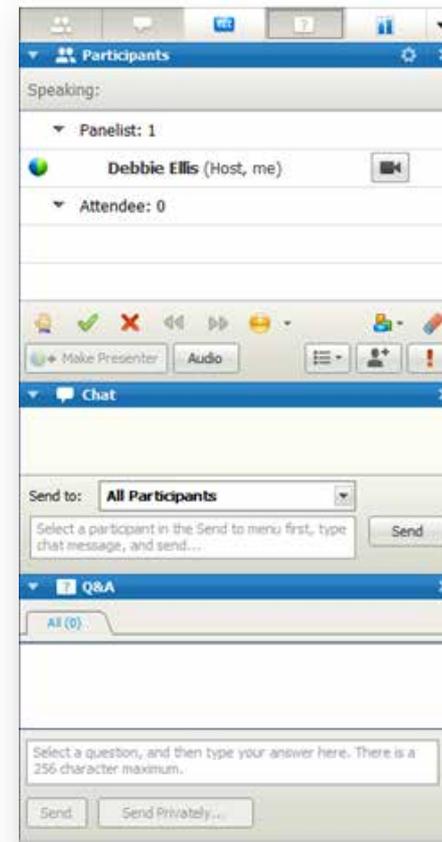
# Evaluation

**10 Quick Questions**  
We value your feedback!

# How to Ask Questions

## Webinars for AmeriCorps VISTAs

- To ask a question verbally, call in using the number on this slide and press \*1
- To ask a question electronically, use the Q&A feature located in the bottom right corner



# Thank You for Your Participation!

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**Next Webinar:**

**Beyond Your Service Year: Project Sustainability Strategies**

April 22, 2015

2:00 PM ET

Questions? [VISTAwebinars@cns.gov](mailto:VISTAwebinars@cns.gov)



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