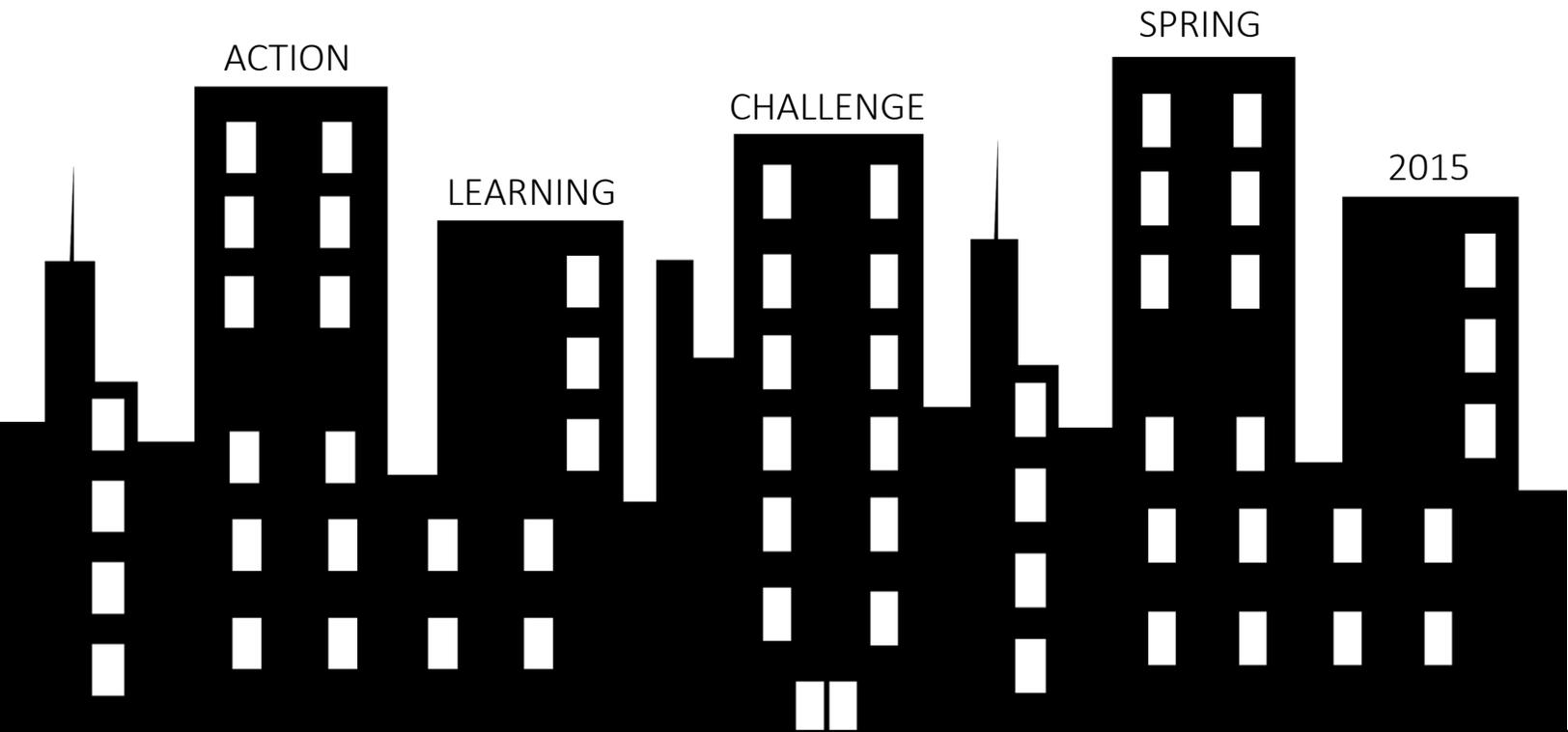




VISTA Portfolio Toolkit: Turning Service into a Career



Created by:

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Coach: Kapila Wewegama

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ACKNOWLEDGEMENTS

As VISTA Leaders and members of a creative and highly collaborative team, we begin by thanking one another for each other's timeliness, patience, perseverance, flexibility, and good will. Tasked with planning and developing a concrete, as well as functional portfolio toolkit for use by all in-service, end-of-service VISTA members and recent alumni, the opportunities to learn and grow with one another are invaluable experiences within our professional and personal lives.

We extend our gratitude to a fearless, as well as highly resourceful Team Leader/Facilitator, the unfaltering Kapila Wewegama. Kapila's enthusiasm, his kindness, his devotion to collaborative knowledge, and his ability to create an inclusive work space are the characteristics of the truly benevolent.

In turn, without support from Corporation for National Community Service leaders at headquarters and the States of Alaska, Colorado, Florida, New York, Ohio, Texas, and Wisconsin, this team project would not be possible. Andy King, we thank you, for your advisements, as well as encouragement throughout the planning process of this highly necessary, tangible resource for VISTA volunteers and the esteemed alumni who began the legacy of useful domestic community service.

Finally, we wish to acknowledge and thank our auspicious sponsoring organizations that continuously seek to strengthen and build their capacities to serve vulnerable and financially challenged populations throughout the nation. With respect and admirations we recognize *Alaska Network on Domestic Violence and Sexual Assault* and VISTA Supervisor/Program Manager Kami Moore, *Florida Campus Compact* and VISTA Supervisor Shelly Herman, *Friends of Rockaway/St. Bernard Project* and VISTA Supervisor Theo Holtwick, *Ohio Association of Free Clinics* and VISTA Supervisor Maureen Ringlein, *Spirit of the Sun* and VISTA Supervisor/Program Manager Jenica Baty, *The Service Collaborative of Western New York* and VISTA Supervisor/Program Director Steve Deisig, *University of Wisconsin, Parkside* and VISTA Supervisor Marilyn Pelky, and *University of Texas at Austin, Division of Diversity and Community Engagement* and VISTA Supervisor/Program Director Cheryl Sawyer.

The Action Learning Challenge Team

How can VISTA members and Leaders effectively articulate and present their VISTA experiences to potential employers?

LETTER FROM THE TEAM

We, the Action Learning Challenge Team of VISTA Leaders, responsible for planning and developing this practical Portfolio Toolkit, extend our appreciation and recognition of your tireless and devoted service to fight poverty within America. You are an integral part of a 50 year legacy that continues to empower individuals and communities in their efforts to create new opportunities that halt social and economic inequities.

As you determine your new career or academic path, we hope that our Toolkit will strengthen your employability, as VISTA service is an honorable job. Your skills, learned as a VISTA member, are marketable. We encourage you to construct your unique portfolio according to the Toolkit recommendations. Whether just beginning your service year, nearing the end, or finished with the twelve months commitment, your service portfolio is a passport to future employment or further academic pursuits. We hope you find this toolkit both easy to use and effective as you pursue and realize your post-service academic or employment goals.

Always remember, you are VISTA, as VISTA is you. Your passion, your energy, your devotion to community service is not, nor ever will be, forgotten. We, the Action Learning Challenge Team of VISTA Leaders, wish you the very best in years to come!

Peace. Love. VISTA!

Marissa Maurer
Alaska Network on Domestic Violence
and Sexual Assault
Juneau, Alaska

Whitney Conley
Spirit of the Sun
Louisville, Colorado

Jazmine R. Hudson
Florida Campus Compact
Tallahassee, Florida

Angela Wiedl
Ohio Association of Free Clinics
Columbus, Ohio

Brigidann Rauch
The Service Collaborative of Western New York
Buffalo, New York

Janice White Fisher
Friends of Rockaway and St. Bernard Project
Rockaway Beach, New York

Caitlyn White
University of Wisconsin, Parkside
Kenosha, Wisconsin

Natasha Al-Rafie
University of Texas at Austin
Division of Diversity and Community Engagement
Austin, Texas

MISSION, VISION, AND GOALS

The Mission of the Action Learning Challenge Team is to provide a comprehensive and user-friendly toolkit and/or portfolio for VISTA members, Leaders, Alums to present in their searches of post service ventures. VISTA members will use the toolkit to provide employers with a better understanding of National Service and the AmeriCorps VISTA program.

MISSION

The Vision of the Action Learning Challenge Team is that all VISTA members and Leaders will gain meaningful employment after their terms due to successfully articulating their VISTA experiences to potential employers.

VISION

1. To provide a concrete and effective tool, including sample portfolios that help VISTAs create their own professional work/experience portfolios. This will assist them in gaining meaningful employment within one year following the end of their VISTA terms of service.
2. To increase awareness of the VISTA program amongst employers and the number of VISTAs who are hired within one year following the end of their VISTA terms of service, by helping VISTAs promote their learned skills and professional strengths that are gained through their VISTA experience.

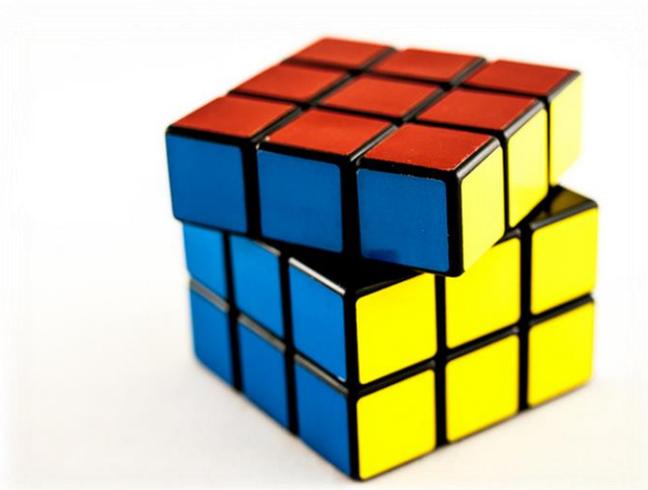
GOALS

PROBLEM STATEMENT

AmeriCorps VISTA members have a difficult time effectively articulating the AmeriCorps VISTA experience to potential employers after his or her service term. A service term is 365 days. It is not a career. The one-year AmeriCorps VISTA experience is a unique professional development opportunity to develop and sharpen transferable skills, strengthen natural talents and engage communities in impactful ways. Since this is a temporary opportunity, members are in need of employment after his or her term ends. The need is to be successful in landing employment because of the experiences gained from the AmeriCorps VISTA program.

The scope is for all VISTA members ending his or her term, who will be seeking professional employment inside or out of the non-profit or governmental sectors. This is a nationwide effort as “VISTA” exists in all states and numerous cities across America.

If not addressed, VISTA members and alums will continue to have a difficult time effectively conveying what the AmeriCorps VISTA and National Service experience is and what it can provide to organizations and employers. This may result in Alumni being unable to find jobs or begin a career in their desired field or in any field. Companies, businesses and especially non-profits and governmental agencies will not acquire the skills, work ethic, and resource of hiring a previous VISTA member if individuals do not have a clear and captivating portfolio of their VISTA experience and the accomplishments/successes from the VISTA work – it is a missed opportunity for everyone. This may result in the VISTA members’ experience being completely dismissed due to an incoherent description of the VISTA experience, transferable skills acquired and talents that were strengthened.



BACKGROUND: EMPLOYERS OF NATIONAL SERVICE



“If you’re an employer who wants to hire talented, dedicated, patriotic, skilled, tireless, energetic workers, look to AmeriCorps, look to the Peace Corps... Citizens who perform national service are special. You want them on your team.”

– President Obama

Launched as part of the AmeriCorps 20th anniversary celebration by President Obama, the Corporation for National and Community Service’s Employers of National Service initiative aims to connect interested employers with national service alumni. This initiative was developed in partnership with the Peace Corps, AmeriCorps Alums, and the Franklin Project.

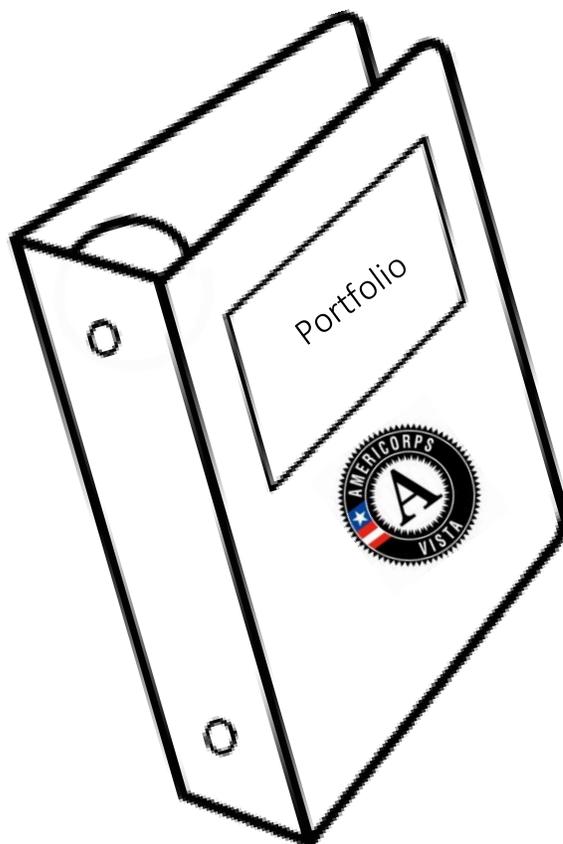
It aims to help national service members and alums, as well as employers from private, public, and nonprofit sectors, because national service gives individuals a number of transferrable skills which makes them an asset to any employer. National service members and alumni are motivated, flexible, innovative, and outcome-orientated.

Employers can sign up as part of this initiative by making a commitment to be an Employer of National Service and be able to reach the large and diverse pool of talented national service members and alumni through promotional channels. The full list of employers who have signed up can be viewed at [NationalService.gov/Employers](https://www.nationalservice.gov/Employers).

INTRODUCTION: ABOUT SERVICE PORTFOLIOS

A service portfolio is an organized collection of work related items that serve as evidence of your skills and experiences. It allows you to organize information about yourself as well as your career history. Subsequently, you are able to present that information to potential employers. A service portfolio should include a resume, cover letter, and artifacts. This manual will detail each of these items, when and how to build your portfolio, and will include two sample portfolios.

Whether you are applying to new jobs after your VISTA year or to graduate school programs, a professional portfolio is necessary to exhibit tangible proof that you are qualified for the program/position in which you are applying. A portfolio can set you apart from other candidates because it shows initiative and a drive to go above and beyond. Another benefit of creating a portfolio is that it allows you to reflect on the skills that you have and prepare you for the job application and interview process.



TIMELINE FOR CREATING YOUR PORTFOLIO

Months 1 - 3 To Do

Create a current resume

Create a cover letter

Research organizations that align with your interests

Months 4 - 6 To Do

Create a folder to store your portfolio documents

Research organizations / schools that align with your interests

Clean up your social media sites (i.e. Twitter, Facebook, LinkedIn) and make sure you remain professional

Start compiling the documents into a portfolio (see guide for reference)

Email professors at higher education institutions who teach classes you are interested in pursuing

Review all the activities that you have participated in during your VISTA service year thus far i.e. professional development, job training, capacity building, etc.

Start volunteering with organizations that align with your interests

Months 7 - 9 To Do

Review and update our cover letter / resume

Start applying to jobs

Continue networking and volunteering

Start compiling a list of references (personal & professional)

Compile resume, cover letter, and artifacts into the folder you created

Months 10 - 12 To Do

Review and update your cover letter / resume

Apply to more jobs- rejection is okay!

Set up interviews and ask employees at the organizations you have networked/volunteered with if they are hiring

Reach out to co-workers and mentors you trust to participate in mock interviews with you

Determine how you want to present the portfolio you have been compiling

Post Service To Do

Assess professional portfolio

Search for AmeriCorps Alums chapters in your area

Keep applying to jobs

Review and update your resume

HOW TO PRESENT YOUR PORTFOLIO

The type of portfolio you create and the way you present it to a potential employer/graduate school is critical to its success. In this section you will learn what the different types of portfolios are, which is best for each situation, and when you should show it to a potential employer. This section will also cover a short list of other things you should consider when creating and presenting a portfolio.

When deciding if it would be appropriate to share your portfolio, consider the following:

1. Are you meeting with the employer via phone or in person?
2. Does the position require you to have specific experience in order to apply?
3. Did the employer ask you to bring anything/have anything with you during the meeting?

If you are meeting in person, and you answered yes to either number 2 or 3 above, bring your portfolio. However, do not immediately hand it over or open it up at the very beginning of the interview. **The best time to show your portfolio is when the employer asks a question about your previous work.**



HOW TO PRESENT YOUR PORTFOLIO

First, answer the question thoughtfully and completely. While doing so, think of something in your portfolio that would be a quality example of whatever you and the employer are discussing.

Then say “I have an example of this in my portfolio.” Now is when you have the opportunity to play Show-and-Tell with whatever piece(s) of your portfolio are relevant to the topic being discussed. Introduce the document to the employer by explaining briefly where (what organization and your title there) and why you created it.

Allow the employer to examine the piece and wait for them to look up or make a comment—showing that they have finished looking at it. Some points you might consider when explaining the document are:

- What did it do for the organization/staff/etc.?
- Why were you asked to complete it?
- How did you do it?
- How long did it take?

This will inspire an interview environment where you can offer multiple examples from your portfolio as additional questions come up.

Finally, at the end of the interview, the employer will ask if you have anything further to share or ask. You might want to highlight one last really great piece from your portfolio, or ask the employer if there is anything else they’d like to see from your portfolio.

REMEMBER: Do not include original documents in your portfolio. Make clean copies of the originals. That way, if the employer asks to keep anything you have presented, you will still have the original piece.

If you are meeting with the employer over the phone, you may want to have your portfolio, or -at minimum- some examples of key elements from your portfolio, available through an online portal such as Google docs that can be shared easily. This way, you will still be able to showcase your work. You will need to upload the documents you would like to share ahead of time and be sure you know the employer’s contact information (email address) in order to share the documents with him or her in real time. Follow the same conversation outline as above.

DIFFERENT TYPES OF PORTFOLIOS

Traditional (Paper-Based) Portfolios

A traditional portfolio is maintained in a printed format with hard copies of your work samples carefully organized and professionally presented in a three-ring binder or coil binding. You may have created a traditional portfolio as part of your academic program, work history or volunteer experience.

Benefits of Traditional Portfolios

- Professional way to showcase your work.
- Great first impression for employers
- Shows that you're more than just a resume
- No technical learning curve
- Accessible without the use of technology
- Hardcopies



Online (Electronic) Portfolios

An online portfolio contains electronic copies of your work samples. The file types/formats can vary depending on the type of information you are sharing. For example, you could include pdf files, html files, hyperlinks, audio files, and video files. The online portfolio adds versatility by enabling you to share your work by sharing a URL or embedding your portfolio into a professional website.

Benefits of Online Portfolios

- Professional way to showcase your work
- Great first impression for employers
- Increase your visibility and online presence
- Shows that you're more than just a resume
- Flexibility to easily change content online
- Highlights your technical skills
- SEO (Search Engine Optimization) for your personal brand
- Some online job applications allow you to attach links - can link to your portfolio

Suggested resources to create online portfolios

- WordPress
- Weebly
- Wix
- DoYouBuzz
- Brand-Yourself
- Webs
- Carbonmade
- Flavors.me

POINTS TO CONSIDER

- ✓ A portfolio is not a resume but should include one.
- ✓ Do not mention what you are currently learning; instead mention what you already know.
- ✓ The length of a portfolio can range from a few pages to 20 pages (the fewer the better).
- ✓ Bring duplicates of key artifacts that can be left with the potential employer, if requested.
- ✓ Use dividers to separate categories.
- ✓ Artifacts should be specific to the desired position.
- ✓ The purpose of your portfolio is to demonstrate that you have successfully accomplished the tasks represented.

In conclusion, you have some flexibility when presenting your portfolio. That flexibility should be used to tailor your portfolio to each unique job/school application. Once you have created your portfolio(s) try to update it on a continual basis, so when the time comes to use it, there won't be as much work left to do.

EXAMPLES OF VISTA PORTFOLIOS

ONLINE PORTFOLIOS:

Both were created using Wix, however the layout and contents are different.

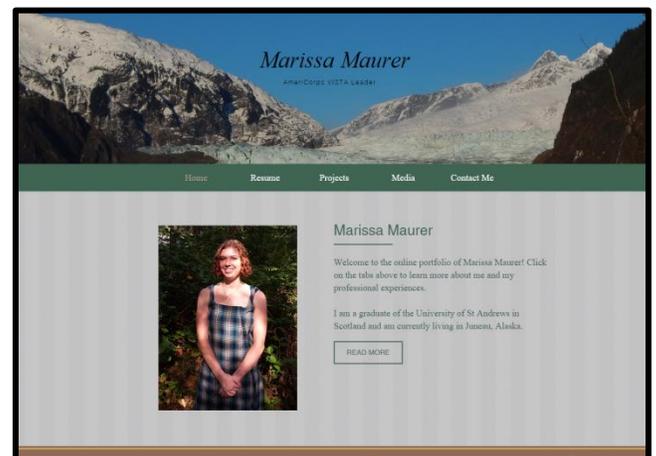


Caitlyn White's online portfolio:

<http://caitmwhite.wix.com/cmwpportfolio>

Marissa Maurer's online portfolio:

<http://marissajmaurer.wix.com/experienceportfolio>



REFERENCES

Securing references may be the most daunting part of your portfolio- while the rest is completely in your hands; your references require networking, good relationships and trust in others.

Unlike other sections, your reference list or letters must also be regularly cycled and updated instead of merely built upon- a letter from a college professor may hold sentimental value, and if you have maintained a strong relationship with that professor then you can request a new letter, but if you have not spoken to them in years then it would be inappropriate to still include that letter as a reference. If you know you want to continue using somebody as a reference, it is a good idea to contact them periodically to let them know what you are doing professionally.

Maintain strong relationships and ask all references prior to applying to new jobs if you may still use them as a reference.

Quick tips:

Although you should secure references when applying for jobs, you may not have to offer those references. Only offer your references when you are asked. “References available upon request” spells “filler space” on a resume. Instead, create a **separate reference list page**.

Who to select for your references:

- Past and present employers and coworkers
- Faculty members, advisors and coaches
- Do not select references who only know you socially or who will speak negatively, inarticulately, or simply does not know you well enough.

Always ask permission from a reference before selecting them and contact them in advance when applying for jobs to reconfirm their comfort with your use of them as a reference. Verify all details of the spelling of their name, their titles, and their contact information.

Give them a copy of your resume. Not only will this help let them prepare a reference letter or response that reflects your work, they may also have tips to help you better prepare for your interview.

Keep your references updated on your progress and activities. When you are hired, be sure to send a thank you note for all their help, and continue to maintain your close contact.

REFERENCES

What should references say?

Maybe your reference is happy to help by writing a letter or by volunteering their contact information, but they are not sure what they should write or say. In this case, you can offer the following general tips:

- They can mention how they know/knew you
- How long they have known you/the time frame
- Positive professional qualities you demonstrated

In general, it is of course better if a reference can write a letter directly to a recipient, but logistically that may be difficult. If you ask for a generic letter to hold onto for your portfolio that you can then have available when you make it to the stage of the interview where you are asked to provide references, then that is perfectly acceptable as well- just keep in mind that you should call to remind your reference when that letter is provided because your potential employer will likely be calling your reference as well. Also keep in mind that you should ask your reference to keep that letter undated, or it could quickly become irrelevant for anything other than sentimental value.

Be aware that some places of employment place a policy on employees preventing them from providing references, so do not be offended if your potential reference turns you down.

Reference List Page:

For each reference, include their full name and title(s), organization with which they are affiliated, their complete address, phone number and e-mail address.

To read more:

<http://www.lbwcc.edu/sites/lbw/Uploads/Reference%20Letters.pdf>

<http://www.career.vt.edu/jobsearchguide/referenceguide.html>

<http://www.nacweb.org/knowledge/legal/how-to-write-reference-letters.aspx>

<http://www.nacweb.org/about/public/formfacref.htm>

SAMPLE REFERENCE PAGE

References
for
Rosie Riv
RRiv@gmail.com

Local Address
126 Fargo Avenue
Buffalo, NY 14201

Permanent Address
208 North Street
Buffalo, NY 14201

Dr. Jane Doe
Associate Professor
Science Department
University at Buffalo
Feinberg Hall (Room 123)
Buffalo, NY 14260
(716) 555-5555
jdoe@buffalo.edu

Mr. Dane Joe
President, Student Chapter of the Society of Professionals
University at Buffalo
Rustin Hall (Room 321)
Buffalo, NY 14260
(917) 555-5555
djoe@buffalo.edu

Ms. Jone Dae
Assistant Store Supervisor
Cutesy Elmwood Village Shop
789 Elmwood Avenue
Buffalo, NY 14222
(716) 555-9876
jonedae@cutesyelmwood.com

RESUMES & COVER LETTERS

19 August 2013

Theo Holtwick
t.h@gmail.com

WWW Project
Attn: Human Resources Director Iverson
833 Pew Place
Church Hills, LA 70043

Dear Director Iverson:

I am excited to apply for the Regional AmeriCorps Program Manager position at WWW Project, which I believe fits with my interests, experiences, and skills very well. With my experience working as a Volunteer Coordinator at XXX Organization, I have developed strong communication and organizational skills, and a passion for AmeriCorps and the WWW Project cause. I would be honored to continue developing these skills while promoting the AmeriCorps and WWW Project mission as a Regional AmeriCorps Program Manager.

While counseling delinquent youth with Texas Division of Youth Services, I learned the importance of treating each person as an individual with a different history, as well as a unique path toward success. With this understanding, I have been better able to assist and empower students at the University of Texas and the University of Colorado, Colorado Springs, and interact in a positive and professional manner with coworkers and volunteers at XXX Organization. As a Teaching Assistant / Co-Facilitator at the University of Colorado, Colorado Springs and as a Sociology Tutor at the University of Texas, I enjoyed the opportunity to work both independently and with groups of undergraduates of various majors and backgrounds. With these experiences I have become confident in working independently with varied populations, developed strong written and oral communication skills, and have developed a passion for helping others achieve their educational and life goals. The skills I have developed in each of these positions will make me an asset to the WWW Project team as a Regional AmeriCorps Program Manager.

I am excited about the opportunity to engage with the WWW Project community of AmeriCorps members and staff to further develop a foundation of AmeriCorps member empowerment and development to optimize the Hurricane Katrina rebuilding efforts. I would be honored to continue working with the WWW Project team as a Regional AmeriCorps Program Manager. Thank you for your consideration in this matter.

Sincerely,

Theo Holtwick

Theo Holtwick

○ (000) 000-0000 ○ t.h@gmail.com

Objective

To engage with AmeriCorps members and WWW Project staff to optimize the Hurricane Katrina long-term rebuilding efforts through the empowerment and development of each AmeriCorps member as a Regional AmeriCorps Program Manager.

Education

M.A. Sociology and Graduate Certificate in the Sociology of Diversity, *University of Colorado, Colorado Springs*, August 2010 – Present; Expected Graduation December 2013

- G.P.A. : 3.96

B.A. Sociology, *University of Texas*, December 2008

- Cumulative G.P.A.: 3.46; Sociology G.P.A.: 4.0

(G.P.A includes 14 credits from Midland Area Community College, and 14 credits from Central West University.)

Work Experience

Volunteer Coordinator, *XXX Organization – AmeriCorps*, October 2012 – August 2013

- Recruited and organized thousands of volunteers to return displaced families into safe and permanent housing in West Texas.
- Provided weekly orientation to volunteer groups of up to 60 people.
- Coordinated all trip logistics for incoming volunteer groups, and created the volunteer schedule for each week.
- Built relationships with volunteer groups pre-arrival, during their volunteer week, and post-departure to deepen volunteer and donor engagement.
- Helped establish and operate volunteer reception centers in New Jersey as Hurricane Sandy deployment co-team leader in February 2013.

Teaching Assistant / Co-facilitator – Introduction to Sociology, *University of Colorado, Colorado Springs*, January 2011 – May 2011, August 2011 – December 2011

- Supported undergraduates in their engagement with the course material.
- Co-facilitated weekly lectures, and independently facilitated four three-hour class sessions.
- Developed and facilitated curriculum in both classroom and online formats.
- Graded class assignments and tests, and managed the online grade book.

Library Graduate Assistant, *UCCS Kraemer Family Library*, August 2011 – December 2011

- Provided customer service and assistance to library patrons.
- Maintained the organization of library materials.

Farm Intern, *Pike's Peak Community Foundation - Venetucci Farm*, March 2011 – October 2011

- Worked closely with a team of farmers through direct participation in all aspects of the sustainable growing and marketing process of a 190 acre urban farm.
- Assisted with educational and volunteer programming offered by the farm.

Sociology Tutor, *University of Texas Student Success Center*, August 2008 – May 2010

- Tutored undergraduates (approximately eight per semester) in various sociology courses, on a weekly basis.
- Received the Learning Center’s 2010 Excellence in Tutoring Award, which is presented to two general tutors who “have distinguished themselves by their innovative ideas, enthusiasm for learning, and outstanding commitment to helping students succeed.”

Youth Specialist II, *Texas Division of Youth Services*, November 2008 – May 2009

- Mentored and assisted youth in mandated residential treatment programs.
- Empowered youth by providing resources and education for a successful transition back into their communities.
- Guided group activities and provided a stable environment to better rehabilitate troubled youth.

Community Mentor, *Texas Division of Youth Services*, May 2007 – November 2008

- Mentored delinquent youth and assisted them in working through any problems they encountered, while trying to help them become the best, most successful people they could be.
- Helped clients search for jobs and prepare for job-readiness.
- Tutored clients concerning their academic work.
- Organized and facilitated group aftercare events for clients.

Awards

- Graduate Teaching Assistantship Award - University of Colorado, Colorado Springs: Spring 2011; Fall 2011
- Bonnie Harris Excellence in Tutoring Award - University of Texas: 2010

Activities and Experiences

- JOMONOLA fundraising bicycle ride: Participant, 800 miles ridden and \$150,000 raised collectively, Summer 2013
- Occupy UCCS Teach In Discussion and Documentary Series: Co-Organizer Fall 2011
- United Way Alternative Spring Break Volunteer, Hurricane Rita Recovery: Spring 2008
- Alpha Kappa Delta, International Sociology Honor Society: Member, Fall 2007 – December 2008; Treasurer, May 2008 – December 2008
- Summer 2008 Study Abroad: Cuernavaca, Mexico
- Service Learning Participant – Central Texas Food Bank: Fall 2007
- Men Against Rape and Sexual Assault (MARS): August 2006 – May 2007

Skills

- Excellent written and oral communication skills.
- Ability to work well with diverse groups of people.
- Proficient with technology, including Microsoft Office software, OpenMoves, and Salesforce.
- Ability to think critically and improvise in problematic situations.

Christopher James
39 Manhattan Drive
New York, NY 10031

February 26, 2015

Evelyn Far
Human Resources Manager
Help People USA
123 Any Street
Somewhere, CA 11111

Dear Ms. Far,

I am applying for the Development Manager position posted on your company website. The position was referred to me by a colleague of yours, Jim Ivy. Through Mr. Ivy, I have learned that your company places a specific emphasis on innovative thinking, open-communication, and effective client management. Given my background, I would be an ideal fit for the position.

In my most recent position, I served as a Development VISTA with Friends of Rockaway (placed through AmeriCorps). The organization was formed in the aftermath of Hurricane Sandy and, as a result, was still fairly new when I arrived. Because of this, I was given a unique opportunity to influence many of the initial developments of the organization. I organized the creation of new materials and also implemented various best practices that would go on to be tested and perfected under future employees. Given the open environment of the organization, I was given the opportunity to communicate with several different departments and partner with many different types of people from around the organization on various projects. Finally, through my role as an Intake Interviewer, I interacted early and often with clients that were seeking our services. This role has given me unique experiences in the role of client management.

I welcome this opportunity to discuss in detail with you, this open position. Please do not hesitate to contact me should you have any questions. I can be reached by telephone at (123) 456-7890 or through my e-mail address at nunya@gmail.com. I took the liberty and also enclosed an updated resume for you to look over, and I do look forward to speaking with you soon about this role.
Sincerely,

Christopher James

Christopher William James

39 Manhattan Drive • New York, NY 10031 • (123) 456-7890 • nunya@gmail.com

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Arts, Political Science and Human Rights, May 2014.

3.51 Cumulative GPA • University Honors Scholar

WORK EXPERIENCE

Friends of Rockaway- St. Bernard Project

Development VISTA, November 2014- Present

- Serving on Placement through AmeriCorps
- Develop and implement various donor campaigns and fundraising strategies aimed at increasing revenue utilizing programs such as Sales Force, Mail Chimp, and Adobe Indesign
- Oversee the expansion of best practices list and systematic enlargement of development capacities
- Collaborate with 3 other departments within the organization to create several large-scale projects
- Liaised with recently-admitted clientele to gather relevant information and transcribe client biographies

RESEARCH EXPERIENCE

Women's Refugee Commission

Statelessness Intern, June 2014-August 2014

- Formulated reports through literature reviews on current refugee crises in Lebanon, Yemen, and Malaysia to provide analysis and recommendations for more efficient ways of providing service to clients
- Evaluated the project reports and financial documents of the Norwegian Refugee Council's Youth Education Pack Program in order to provide consultation on strategies to provide high-quality service while simultaneously lowering costs

University of Connecticut Department of Human Rights

Honors Thesis Contributor, April 2013-May 2014

- Developed research based on affirmative action policies in the Indian Government and the discrimination that has taken place against female politicians as a result
- Committed approximately 10 hours per week to the compilation of source materials in contribution to research already completed regarding the abilities of women throughout the nation to utilize political voice and thought

LEADERSHIP EXPERIENCE

Office of Community Outreach, University of Connecticut, Storrs, CT

Assistant Student Coordinator/ Head Fundraising Coordinator, Alternative Breaks Program, March 2013-May 2014

- Advised 22 Trip Directors in the implementation of service-learning trips for over 300 college students
- Oversaw 2 fundraising campaigns for the office during the year that raised approximately \$20,000, an approximately 400% increase over all money generated during the 2012-13 school year

Trip Director, Alternative Breaks Program, April 2012- May 2013

- Organized service projects for 24 volunteers during an immersion weekend in the New London, Connecticut area in November 2011 such as a rebuild with Habitat for Humanity, Habitat Restore, and several local Food Shelters
- Coordinated a new week-long service trip aimed at understanding Urban Poverty in Memphis, Tennessee in January 2013
- Led 54 participants through service activities in the Memphis such as homeless shelters and soup kitchens while discussing social issues related to race relations, gender equality, and the root causes of poverty

Phi Gamma Delta International Fraternity, University of Connecticut, Storrs, CT

Chairman, Community Service Committee, January 2012-August 2012

- Organized service events to allow brothers to make a substantial contribution to the community surrounding Storrs

VOLUNTEER EXPERIENCE

Social Entrepreneur Corps, Antigua, Guatemala

Intern, May 2012- July 2012

- Coordinated various sales campaigns to provide access to health technology for impoverished rural families
- Directed discussions with other interns about the roles of women in machismo culture in Guatemala and the ways that outsiders can increase accessibility to basic human rights for females in the region that we worked
- Compiled records and interviews of war victims in a village outside of Nebaj for publication in a human rights report

Office of Community Outreach, University of Connecticut, Storrs, CT

Participant, Big Brothers Big Sisters, January 2013- May 2014

- Served as a mentor for two students in Putnam, Connecticut weekly with homework help and life guidance

ADDITIONAL SKILLS

- Conversational in Spanish
- Basic Conversational in French

ARTIFACTS

What is an artifact?

An artifact is any tangible, physical object or item that represents your accomplishments and qualities.

Much like an archaeologist reconstructs a civilization from artifacts, you will reconstruct your VISTA service experience from the many projects and assignments of your Volunteer Assignment Description (VAD).

Be sure to include copies of your artifacts when in interviews- you may be asked by your interviewer if they may have the sample you show them, and if you only have the original that will put you in a tough spot.

The following list is of some specific artifacts our team has identified as being relevant to AmeriCorps VISTA Members, Leaders and Alum that you might possess/want to include:

- Brochures, Posters, Flyers and other Handouts
- Newsletters
- Websites
- Social Media Accounts
- Donor Campaign Letters and other Direct Mailings
- Grant Proposals
- Awards
- Certifications
- Events
- Press Releases and Coverage
- Presentations
- Videos (link to YouTube or Vimeo videos)
- Photos
- Reports

Link to the sample artifacts submitted by VISTAs and selected by the Action Learning Team

Consolidated folder:

https://drive.google.com/folderview?id=0ByBUBJeaBUaHfnR1X2hEc3FmREhOdXpRNTdLM3hxVIFPUWtZV3NoYktEZXLlbfV0d1J3Tzg&usp=drive_web

Links and guide to the artifacts:

https://docs.google.com/document/d/1GlbKp1hnonzLhz4h_HgBzHVJnfloCkcvzffW9qwbNfM/

ARTIFACTS

*Below you will find links to sample artifacts from VISTAs across the United States. The initials stand for the Action Learning Team member who submitted their own artifact or one on behalf of their VISTA member.

Awards

- AW- [Cover page for Leadership Certificate](#)
 - ✓ [Alishea's Leadership Certificate](#)
- AW- [Cover page for CAC Certificate](#)
 - ✓ [CAC Certificate Joshua Scakacs](#)
- WC- [Cover Page for VISTA Blend Certificate](#)
 - ✓ [VISTA Blend Certificate](#)
- WC- [Cover Page for Dean's List Certificate](#)
 - ✓ [Dean's List Certificate](#)

Data-Driven

- AW- [Cover page for Komen Grant](#)
 - ✓ [Komen Grant 2015](#)
- BR- [Headway Needs Assessment Cover Page](#)
 - ✓ [Headway Needs Assessment](#)
- JWF- [Project Strategy Cover Page](#)
 - ✓ [Project Strategy](#)
- NA - [Cover Page for VISTA Monthly Reports](#)
 - ✓ [VISTA Monthly Reports](#)
- WC- [Cover Page- State of Colorado Report](#)
 - ✓ [State of Colorado Report](#)
- WC- [Cover Page for Syllabus Artifact](#)
 - ✓ [Syllabus](#)

Online Presence

- BR- [GNFCU submitted by Clinton Parker](#)
- BR- [Video JERS Sarah Hutchinson](#)
- BR- [Healthy Start Healthy Future submitted by Kaitlyn Richter](#)
- CW- [UW Parkside VISTA Project website](#)
- JWF- [Website submitted by Jason Chau](#)

Press and Events

- BR- [Reading Off the Rink Cover Page](#)
 - ✓ [Reading Off The Rink](#)
- BR- [Reading Off The Rink Survey](#)
- JWF- [“Service After the Storm” cover page](#)
 - ✓ [Service-after-the-storm-Postcard](#)
- BR- [Board to Death Cover Page](#)
 - ✓ [Hearts-and-Hands-flyer](#)
 - ✓ [Hearts and Hands Board to Death! website](#)
- BR- [JERS Press Releases Cover Page](#)
 - ✓ [JERS-SarahHutchinsonPressReleases1.doc](#)

Traditional Media

- AW- [Cover page for Stuff the Truck](#)
 - ✓ [Stuff the Truck](#)
- BR- [Cover Page GGB Brochure](#)
 - ✓ [GGB Brochure](#)
- BR- [Cover Page Headway Brochure](#)
 - ✓ [Headway Brochure](#)
- BR- [Cover Page Sarah Hutchinson- Newsletter](#)
 - ✓ [Newsletter-Sarah-Hutchinson-JERS](#)
- BR- [Cover Page Sarah Hutchinson-Poster](#)
 - ✓ [Poster-Sarah-Hutchinson-JERS](#)
- NA- [Cover Page for Music Matters Flyer](#)
 - ✓ [Music Matters Flyer](#)

EMPLOYMENT RESOURCES

Employers of National Service

This resource connects AmeriCorps and Peace Corps alumni with leading employers from the private, public, and nonprofit sectors to create recruitment, hiring, and advancement opportunities.

- Employers of National Service (EoNS) began on September 12, 2014 as part of a White House ceremony commemorating the 20th anniversary of AmeriCorps. The list grows day by day, so check back often. Visit the [Employers of National Service section of the National Service Website](#) to find the current list of participants in EoNS.
- If you seek to hire alums, the process to participate in EoNS is a simple one:
 1. Review the guidelines. Your company will need to clearly state in all relevant job announcements an interest in recruiting national service alums and provide an opportunity for job applicants to identify themselves as AmeriCorps or Peace Corps alumni. (For example, a checkbox that says “did you serve in AmeriCorps, Peace Corps, or another national service program?”)
 2. If your company meets these guidelines, then contact CNCS at employers@cns.gov to request additional information or to sign up.



Non-Competitive Eligibility and National Civil Service



- USAJOBS “Working For America” - www.usajobs.gov
USAJOBS is the Federal Government’s official one-stop source for federal jobs and employment information.
- More information on NCE can be found on the [VISTA Campus](#) or on the [Peace Corps Website](#)

EMPLOYMENT RESOURCES

Local Civil Service

- There are many levels to civil service beyond federal employment. Check with your city, county, and state offices for current vacancies and upcoming exams and for residency requirements. Also be sure to check the Employers of National Service (EoNS) list- some municipalities now offer additional civil service points to AmeriCorps Alumni.

For more information visit:

- [NY State Civil Service Job Guide](#)
- [Albany County Civil Service Job Guide](#)
- NYC Civil Service Job Guides:
 - <http://www1.nyc.gov/jobs/faqs.page>
 - <http://www.nyc.gov/html/dcas/html/work/work.shtml>



Independence Hall in Philadelphia, PA- The City of Philadelphia is a participant in Employers for National Service and offers additional civil service points to AmeriCorps Alums.

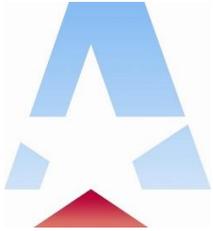
Corporation for National and Community Service (CNCS)



- **Employers of National Service** - [Employers of National Service](#) builds a talent pipeline which connects AmeriCorps and Peace Corps alumni with leading employers from the private, public, and nonprofit sectors to create recruitment, hiring, and advancement opportunities.
- **CNCS Career Page** - www.nationalservice.gov/about/careers
- **VISTA Campus Job Board** - <http://www.vistacampus.gov/jobs>
- **AmeriCorps and Your Career** - <http://www.nationalservice.gov/programs/ameriCorps/alumni/ameriCorps-and-your-career>
- **"Life After AmeriCorps and VISTA: Translating your experience into job speak"** - <http://www.nationalservice.gov/sites/default/files/resource/translatingyourservice.pdf>
- **"What's Next: Life after Your Service Year"** - <http://www.nationalservice.gov/resources/ameriCorps/whatsnext/welcome>
Look to the right hand column to follow the tutorial on *Life After Your Service Year*.

EMPLOYMENT RESOURCES

AmeriCorps Alum Chapters



- **AmeriCorps Alums** - <http://www.americorpsalums.org/>
 - AmeriCorps Alums is the only national network that connects nearly one million alumni of all AmeriCorps programs who have served since 1994 (including an estimated 80,000 new alumni each year) to the people, ideas, and resources that support their commitment to community.
- **Network with one of many [AmeriCorps Alumni Chapters](#)**
- **AmeriCorps Alums [job board](#)**

Socially Conscious Job Postings



idealist

common
good



- **Idealist** - www.idealists.org or <http://idealistscareers.org/>
If you are looking for volunteer opportunities, nonprofit jobs, internships, or organizations that are working to change the world - Idealist will have what you are searching for.
- **Common Good Careers** - <http://commongoodcareers.org/>
Common Good Careers is a mission-driven search firm that is committed to social impact. Their purpose is to support the hiring needs of organizations that are dedicated to tackling today's most pressing social problems.
- **Opportunity Knocks** - <http://www.opportunityknocks.org/>
Opportunity Knocks is a national online job board, HR resource, and career development destination focused exclusively on the nonprofit community.
- **Contact local non-profit support networks** - <http://apps.unitedway.org/myuw/>
Your local United Way branch, for example, may host local non-profit job posts that are not public. These sites will be happy to pass this information onto VISTA Alums. Local chapters of Young Non-Profit Professionals are another great resource.
- **Non-Profit Craigslist section** -
Smaller nonprofits post in Craigslist because it is free. Beware before sending your resume to any suspicious posts-some job posts are scams!
- **Government Jobs** - <https://www.governmentjobs.com/>
- **Social Good Jobs** - <http://socialgoodjobs.org/>
Careers to make a difference.

ADDITIONAL RESOURCES

Anti-Discrimination Laws

- National Conference of State Legislatures: [a state-by-state breakdown of employment protections](#)



- Federal Protections: <http://www.eeoc.gov/laws/types/index.cfm>
If you are a federal employee you are covered by additional employment protections that your state may not offer:
 - http://www.eeoc.gov/federal/fed_employees/
 - <http://www.eeoc.gov/federal/otherprotections.cfm>

- **Photos on Resumes:** although attitudes may be shifting due to social media, as a general rule of thumb, *do not include your picture on your resume*. At this time, this will very likely decrease your chances of being hired due to [Equal Employment Opportunity Commission hiring guidelines](#). Including your photo later in your application process, i.e., in your LinkedIn profile or as part of your overall portfolio, is fine.

Education Award

- The Segal AmeriCorps Education Award - <http://www.edaward.org>
- Matching Institutions - <http://www.nationalservice.gov/programs/amicorps/segal-amicorps-education-award/matching-institutions>
- Public Service and IBR Plans - <https://studentaid.ed.gov/repay-loans/understand/plans/income-driven>
- [Information specific to AmeriCorps members](#)
- Financial Aid Calculator - <http://www.finaid.org/calculators/>

Portfolio Resources

- <http://www.publichealth.indiana.edu/docs/careers/portfolioDevelopment.pdf>
- <http://www.careerealism.com/creating-online-portfolio/>
- <http://squarespace.com/resources/the-benefits-of-an-online-portfolio/>
- <http://www.instantshift.com/2013/09/23/importance-of-online-portfolio/>
- <http://vizualize.me/> - create infographics from your resume for your portfolio
- <http://issuu.com> - Upload your resume to Issuu in PDF format for an easy professional finish; first 25 uploads are free.

