



**Translating VISTA Service to Your
Résumé and Career**


Dial: 877-853-5257
Webinar ID: 990-9008-6312


1

Today's Speakers Dial: 877-853-5257
ID: 990-9008-6312



Khadija Carr
AmeriCorps VISTA
Training Specialist



Erin Barnhart
Effective Altruism, LLC

2

Navigating Uncertainty Dial: 877-853-5257
ID: 990-9008-6312



- These are challenging and unprecedented times to plan next steps after service
- Today, we'll focus on what you can do during these uncertain times

3

What You Can Do Now

Dial: 877-853-5257
ID: 990-9008-6312



- Identify marketable skills from service
- Practice describing your VISTA service experience
- Build a strong résumé you can tailor for individual positions
- Leverage your VISTA benefits and connections



4

Today's Agenda

Dial: 877-853-5257
ID: 990-9008-6312



- Describing your VISTA service
- Translating VISTA service to your résumé
 - Questions
- Job search resource sharing
- Webinar evaluation and next steps

5

Context for Today's Discussion

Dial: 877-853-5257
ID: 990-9008-6312



Here's what we know:

- The economy is challenging
- The job market is uncertain
- We all still have bills that need to get paid

Here's what we can do:

- Focus on that which we can control
- Keep long term goals in mind
- There's no shame in the short term game

6

Top Five Skills of VISTA Alumni

Dial: 877-853-5257
ID: 990-9008-6312



- Taking initiative
- Interpersonal and intercultural communication
- Adaptability
- Collaboration
- Accountability



"Alums have an ability to navigate a lot of day-to-day challenges. They know how to get things done and how to drive to impact."
– Technology startup executive

7

Chat Question

Dial: 877-853-5257
ID: 990-9008-6312



How would you describe VISTA to a potential employer or professional contact?



8

Describing VISTA

Dial: 877-853-5257
ID: 990-9008-6312



- ✓ Prepare a description to quickly explain your VISTA service
 - ✓ One sentence to describe VISTA
 - ✓ One sentence to describe your project

"Volunteers in Service to America, or VISTAs, are full-time AmeriCorps members who develop sustainable programs to address poverty in the United States. For my project, I worked to expand opportunities for underserved youth who lived in a food desert to access healthy foods by developing a community garden and healthy habits curriculum."

9

Defining Capacity Building

Dial: 877-853-5257
ID: 990-9008-6312



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

- Ability to do more with less
- Helping to make the organization more efficient or sustainable
- Participating in resource development and volunteer engagement to increase organizational sustainability

10

Translating Service to Career-Speak

Dial: 877-853-5257
ID: 990-9008-6312



Nonprofit	Community Outreach
For Profit	Marketing
Public (Government)	Public Awareness



11

Translate Your Service Tasks

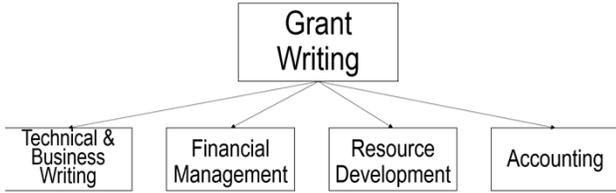
Dial: 877-853-5257
ID: 990-9008-6312



12

Translate Your Service Tasks

Dial: 877-853-5257
ID: 990-9008-6312



13

Chat Question

Dial: 877-853-5257
ID: 990-9008-6312



What marketable skills can you highlight from your VISTA experience?



14

Crafting A Compelling Résumé

Dial: 877-853-5257
ID: 990-9008-6312



On average, how long do you think recruiters spend reviewing a résumé?



15

Make it count!

Dial: 877-853-5257
ID: 990-9008-6312



Make your résumé stand out:

- Tailor your résumé to each position
- Focus on only your most relevant job skills and experiences
- Use language from the position description

16

Professional Résumé Essentials

Dial: 877-853-5257
ID: 990-9008-6312



Content

- Summarize key skills
- Use active language
- Quantify your accomplishments
- Use present tense for your current position
- Use concise bullet points — not paragraphs

Formatting

- Use consistent formatting
- Avoid fancy fonts or photos
- Avoid acronyms
- Use no more than two pages
- Submit as a PDF, not a Word file

17

Use Active Voice and Strong Verbs

Dial: 877-853-5257
ID: 990-9008-6312



Sample résumé bullet point:

Responsible for helping recruit volunteers and train them

Stronger résumé bullet point:

Recruited and trained volunteers to provide job development services for homeless veterans

18

Quantify Your Accomplishments

Dial: 877-853-5257
ID: 990-9008-6312



Sample résumé
bullet point:

Organized and managed all logistical
details for annual fundraiser

Stronger résumé
bullet point:

Organized and managed all logistical
details for fundraiser **with over 300
donors in attendance**, which **raised 20%**
of the agency's annual funds

19

Listing VISTA Service

Dial: 877-853-5257
ID: 990-9008-6312



**AmeriCorps VISTA Outreach Coordinator
NH Council on Developmental Disabilities / June 2019-Present**

AmeriCorps Volunteers in Service to America (VISTAs) commit to serve 12 months working to advance local solutions while building nonprofit management and community development skills.

- Develop curriculum and provide online training for 75 volunteers and two staff with developmental disabilities using Zoom.
- Manage communications to donors and volunteers through email marketing as well as Twitter and Facebook posts.

20

Questions

Dial: 877-853-5257
ID: 990-9008-6312



**What questions do
you have related to
translating VISTA
service to your
résumé?**



21

Job Search Resources

Dial: 877-853-5257
ID: 990-9008-6312



Virtual networking

- LinkedIn
- Young Nonprofit Professionals Network
- MeetUp groups
- Social Media (Facebook, Twitter, Reddit, etc.)

Resources to find open positions

- Idealist.org
- Indeed.com
- Craigslist
- GovernmentJobs.com and USAJobs.gov
- HigherEdJobs.com
- VISTA Job board
- Peace Corps Career Link

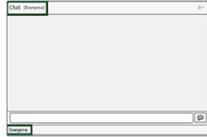
22

Chat Question

Dial: 877-853-5257
ID: 990-9008-6312



What tools and resources have you found helpful for job-searching at a distance?



23

Leveraging Your VISTA Connections

Dial: 877-853-5257
ID: 990-9008-6312



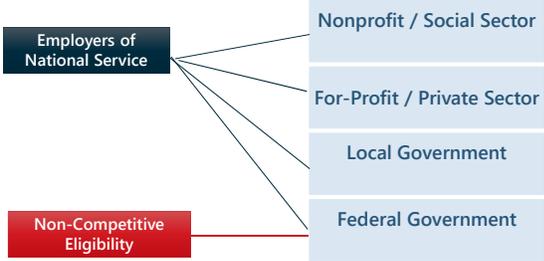
Schedule informational interviews to learn more about your field of interest and build relationships

- Start with who you know (and who they know)
- Make a brief, clear ask
- Know what you want to ask
- Be respectful of their time
- Thank them – and follow up!

24

Leveraging Your VISTA Benefits

Dial: 877-853-5257
ID: 990-9008-6312



25

Traditional vs Federal Résumés

Dial: 877-853-5257
ID: 990-9008-6312



	Traditional	Federal
Length	1-2 pages	Multiple pages
Dates listed	Optional to include month	Must include month AND year
# of hours worked	Not included	Must include how many hours per week for each position
Supervisor	Not included	Must include names of current and former supervisors

Create your federal résumé using the online tool at: [USAJobs.gov](https://www.usajobs.gov)

26

Next Steps

Dial: 877-853-5257
ID: 990-9008-6312

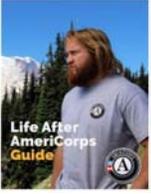


- **Draft** a concise description of your VISTA service experience
- **Identify** skills you've built during service that highlight resilience, adaptability, innovation, and collaboration
- **Build** a master résumé that you can tailor for individual positions
- **Leverage** your VISTA benefits and connections



27

Featured Resources Dial: 877-853-5257
ID: 990-9008-6312



Life After AmeriCorps Guide

- Sample résumés, cover letters, and LinkedIn profiles



Using Your NCE Status

- VISTA Campus Webinar

28

Webinar Evaluation Dial: 877-853-5257
ID: 990-9008-6312

- How can we improve this presentation?
- Please take a few moments to complete a brief evaluation survey once we log off today.
- Find the survey link in the Chat on your screen.
- Thank you for your feedback!

29

Upcoming Webinar Dial: 877-853-5257
ID: 990-9008-6312

Designing and Leading Virtual Meetings
Wednesday, July 22, 2020
3-4:00 p.m. ET / 12-1:00 p.m. PT

30