



OFFICE OF
CAREER EDUCATION

MARKETING GREEK LIFE ON YOUR RESUME

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Always include sorority or fraternity information on your resume, as many components of your membership are selling points. Just like your sorority or fraternity, companies are organizations, and employers will relate what you did to the type of employee you will be at their company. You can enhance your resume by highlighting your participation in philanthropy events, experience organizing or decorating for events, or ability to present ideas or opinions during meetings.

Ask yourself questions about your Greek experience:

- Did you have leadership positions?
- What did you do?
- What skills does this require?
- How does this relate to your future job?
- What were requirements of membership in your chapter?
- What skills do you have now that you didn't have before you joined Greek life?

Tips: Perhaps being involved in a sorority or fraternity enhanced your public speaking skills or attending weekly meetings improved your time management abilities.

Leadership: If you held an office or served as a Chair, outline your duties. Chances are you participated in the local Chapter or national leadership training opportunities. Note the length, breadth, and content of such endeavors.

Organization & Time Management: Note that in order to juggle so many activities within your sorority or fraternity, not to mention school work and other obligations, you had to be extremely organized.

Teamwork: Emphasize the complex types of projects completed, number of members coordinated, and communication skills involved in productive teamwork.

Tailor your Greek experiences to the position. If you are applying for financial positions, highlight your ability to follow a budget. For marketing or communications positions, recruitment experience is a good starting point. Make your position and experiences work for you professionally .

Quantify Your Experiences (to the best of your ability)

When discussing your experience, give concrete quantifiable details to provide employers with a better idea of what you did and how often you did it. These numbers give your experiences more relevance to the company.

- How many: People at events? Number of events planned? Dollars raised/counted? People working together as a team? Hours put into planning an event?
- How often: Do you speak in public? Attend meetings? Volunteer? Plan events?

Be specific about the tasks you completed. If you don't provide details about what you did, employers will fill in those blanks on their own, which could be either a benefit or a detriment. . Also, try to use the word member rather than sister/brother/rushee .

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Adding Greek Life to Your Resume

You can put Greek life on your resume in one of two places:

Option 1: Leadership Section

If you have a Leadership section and have a position, you can follow this template (or do something similar). This gives you space to describe your position and work.

1 Position:

Vice President Chapter Operations Jan. 2015-Present
Alpha Phi International Fraternity, Marshall University

- Manage facility for 12 residents.
- Oversee elections and bylaw review process for 120+ membership.
- Manage three direct reports including finances, administrative processes, and housing.
- Lead weekly department meetings for committee of ten.
- Document activities and reporting for university and fraternity annual reports.

2 Positions:

Theta Chi Fraternity, Marshall University Aug. 2014-Present
Scholarship Chairman Aug. 2015-Present

- Maintain database of members and majors to provide resource, support, and assistance to other members in academics
- Coordinate career development workshops to support personal and professional development of members to secure internships and jobs
- Plan Faculty/Staff Social to facilitate collaboration and awareness between members and community

House Manager Jan. 2015-Dec 2015

- Oversee facility management for 30 residents, ensuring maintenance and routine cleaning is executed
- Assess and develop maintenance plan for short and long term projects

Option 2: Activities Section for Your General Membership

If you do not have a leadership position, or if you do but don't want to have a Leadership section on your resume, you can put Greek Life under your Activities section. Here, you wouldn't describe your position, but you can still list it.

Activities

- Chi Omega Fraternity, Marshall University, Aug. 2015-Present
 - Secretary, Jan 2017-Present
 - Recruitment Chair, Jan. 2016-Jan. 2017

Many people think of fraternity and sorority involvement as small. Your sorority or fraternity may only have you, your members, and the advisors. What many people do not know, is that the letters you wear bind you to everyone else who wears those letters. This can be something that you highlight in an interview. As a member of a Greek organization, you know what it means to be a part of something bigger. You understand that the group cannot succeed if some people are not participating. These skills and ideas are transferrable to a company or corporation. Employers want to know that you can successfully work in a group and your sorority or fraternity is proof of that.