

Recruitment Resume

The purpose of a sorority resume is to introduce a PNM (Potential New Member) to the woman who is going to write her recommendation by supplying her with as much information about the PNM as possible. Sorority resumes are different from a resume that you would put together for a job interview. They contain very specific information. The information, placed in a resume format, will give the recommendation writer all the information she needs to adequately fill in her recommendation form. The resume will be attached to the recommendation by the alumna, and sent to the recruitment chair at the collegiate sorority chapter. Your resume may also be required as part of your recruitment packet that is submitted to your university when you register for Greek recruitment.

Recruitment Resume Writing Tips

- Make your name jump from the paper when someone looks at the resume. This doesn't mean using Curlz or some other decorative font, it means making your name bigger and bolder than the rest of the text.
- Include your contact information. You need to be reached.
- Include a picture of yourself. Your face is part of your "brand" and your goal is to be recognized.
- DO include your weighted & unweighted GPA and class rank. Most recommenders have to know this information when they're filling out forms.
- Please include your college and intended major. Just because you feel like you've told everyone in the world your plans for next year doesn't mean your friend's mom knows or remembers.
- Keep your activities and involvement short and sweet. If it was a high school activity add the grades (9, 10, 11, 12) you were involved. If you've done it most of your life, include the years to show your dedication.
- DO include your leadership roles and when you held them. This is a big factor to many sororities.
- If an activity is unfamiliar to most (i.e. Spirit Task Force) give a brief description.
- Community service is important. Do it! Include it! Love it!
- For each category, start with the longest lasting, most involved activity, to the least. If all activities lasted one year, go from newest to oldest.
- Make your font readable and don't try to do cutesy colors; just use black ink.
- Make your page easily navigable. Don't try to make it "artsy" or "different." Go top to bottom. It's easy to read and easy to figure out.
- Try to make it one page. It's so much easier for everyone to not have to worry about losing a page. It also looks more complete if it fits on to one page. Play with font size and margins if you must.
- Print it on nice paper. Not the cheap printer paper. This document is important. Make it look like it is.