

Sorority Resume Samples

Below are sample entries to assist you with incorporating your sorority experiences on your resume. Use your Greek Life involvement at Wake Forest to demonstrate the skills and leadership experiences that you have gained as a result of your affiliation with your sorority to future employers.

ACTIVE MEMBER EXAMPLES:

Alpha Beta Chi Sorority, *Active Member*, Wake Forest University, January 2012 – Present

- Participate in five hours of community service through Alpha Beta Chi's local philanthropy project at Wake Forest Baptist Medical Center.
- Serve as the sorority's team leader for the 2013 Wake 'N Shake dance marathon, a campus-wide philanthropy event that raises approximately \$20,000 for cancer research.

Alpha Beta Chi Sorority, *Active Member*, Wake Forest University, January 2011 – Present

- Attend weekly chapter meetings and assist in the decision-making process for the organization which includes 150 members.
- Demonstrate interpersonal communication and relationship building skills while participating in sorority recruitment events for approximately 500 potential new members on an annual basis.

MULTIPLE POSITIONS EXAMPLE:

Alpha Beta Chi Sorority, Wake Forest University

Vice President, August 2012 – May 2013

- Performed administrative duties such as making announcements and addressing concerns in weekly chapter meetings as well as filled in for the President as needed.
- Attended weekly Executive Council meetings with key officers and a faculty adviser to address any organizational issues and to plan for future chapter-wide events.

Active Member, January 2010 – Present

- Participate in five hours of community service through Alpha Beta Chi's local philanthropy project at Wake Forest Baptist Medical Center.
- Serve as the sorority's team leader for the 2013 Wake 'N Shake dance marathon, a campus-wide philanthropy event that raised approximately \$20,000 for cancer research.

ADDITIONAL LEADERSHIP EXAMPLES:

Alpha Beta Chi Sorority, *President*, Wake Forest University, January 2013 – Present

- Utilize time management, communication, and organization skills while dedicating 25 hours a week to overseeing 30 officers and 150 members in philanthropic, disciplinary, and recruitment activities.
- Collaborate with senior level Wake Forest University administrators on new initiatives to address underage drinking, risk management, and professional development for the undergraduate student community.
- Received the (blank award) which recognized the Wake Forest chapter as one of the top ten chapters in the United States for outstanding academic achievement, financial responsibility, and strong risk management.

Alpha Beta Chi Sorority, *Treasurer*, Wake Forest University, January – December 2012

- Managed a budget of approximately \$50,000, which is designated for philanthropy, national fees, social activities, and recruitment events.
- Demonstrated time management and interpersonal communication skills on a regular basis while collecting bi-annual dues from 150 members and maintaining an online billing account for the organization.

Alpha Beta Chi Sorority, Social Chair, Wake Forest University, January 2013 – Present

- Manage a budget of approximately \$15,000 for events such as recruitment, mixers, tailgates, and alumni weekends.
- Utilize event planning, organization, money management, and negotiation skills to plan 15-20 events a year.
- Contact vendors, reserve locations, coordinate food and transportation, and market events for 200-300 people.

Alpha Beta Chi Sorority, Recruitment Day Chair, Wake Forest University, Fall 2011 – Spring 2012

- Led a team of five to plan, design, and implement the first day of sorority recruitment, which included eight scheduled hours of meet-and-greets with 500+ potential new members.
- Managed a budget of \$2,000 to prepare room décor and refreshments while also featuring the organization's philanthropic endeavors throughout the day.
- Demonstrated effective organization, communication, event planning, and creativity skills.

Other possible leadership positions to include on your resume: New Member Educator, Philanthropy Chair, Secretary, Alumni Relations, Panhellenic Council Representative, Academic Chair, etc.

GREEK RECRUITMENT COUNSELOR (GRC—GAMMA RHO CHI) EXAMPLE:**Panhellenic Council, Recruitment Counselor, Wake Forest University, Fall 2012 – Spring 2013**

- Educate and prepare a group of 20 potential new members for the spring sorority recruitment process.
- Receive training on issues such as conflict management, decision-making, mentoring, and emotional distress.
- Utilize leadership and communication skills as well as demonstrate empathy and the ability to create a supportive environment for first year female students.

HOW TO WRITE YOUR BULLET POINTS:

- State **WHAT** you did in that position
- Include **HOW** you did your job/position (e.g. teamwork, leading a committee, working with alumni, etc.)
- Include **SKILLS** that you used (e.g. Utilized communication, teamwork, and organization skills to implement event for 40 alumnae during Homecoming Weekend; Planned five social events per semester for the sorority while using a budget of \$5,000, demonstrating event planning and organization skills)
- **QUANTIFY** your experience (What was your budget? How many members are in your chapter? How many people attended your event? Results of a philanthropy event/fundraiser?)

NEED YOUR RESUME REVIEWED?

The Office of Personal & Career Development offers drop-in resume and cover letter reviews for liberal arts and sciences majors Monday through Thursday from 1 to 4 p.m.—no appointment needed! Stop by our office in Reynolda Hall Room 230 (down the hall from the Mag Room) and bring a paper copy of your resume or cover letter. Business students should contact the University Business Career Center about resume reviews.