



Volunteering for Job Hunters

Turning Good Works into Paying Work

www.bloomington.in.gov/volunteer

What can you do during your down time to improve your chances of finding a job? Carve out time daily to find good leads, send out resumes to follow up, and make new contacts. Leave time to devote to volunteering, which offers great benefits to advance your career.

Benefits of Volunteering for Job Hunters:

-  **Gain new skills or enhance existing ones**
Use your job skills to give back while minimizing a gap in employment.
-  **Make new contacts**
One of the best ways to find a job is by connecting with other people. Volunteering introduces you to new people who may help in your search.
-  **Fill in the Gap**
Build positive experiences to share when a prospective employer asks, "What have you been doing with your time?"
-  **Feel good about giving**
Utilize this chance to get out of the house and feel good about giving your time and talent to make a difference.

Put your Volunteer Experience to Work:

-  **Put it on your resume**
Select a volunteer opportunity that will fit seamlessly on a professional resume
-  **Talk about it in the interview**
Leverage your volunteer experience and talk about it in a way that would matter to a potential employer
-  **Describe it in business terms**
Make your volunteer experience translate to what you want to do professionally

Remember: Treat this as seriously as a paying job; volunteering an hour a month here and there isn't going to produce the same benefits for you career-wise as a dedicated commitment. Establish an understanding with the organization where you volunteer that when you get a full-time job, you'll have to scale back and may have to stop entirely.

City of Bloomington Volunteer Network

City Hall • 401 N. Morton St., Suite 260, Bloomington, IN 47404 • www.bloomington.in.gov/volunteer

hrs: 8am - 5pm Monday-Friday • ph. 812.349.3433 • fax 812.349.3483 • volunteer@bloomington.in.gov

