

RESUME WRITER VOLUNTEER

(2 to 4 hours per week)

General Duties: Assist with resume preparation for job applicants and clients of partner shelters.

Responsibilities:

- Review resume forms from job applicants.
- Contact the applicant if additional details are needed.
- Type information into resume template.
 - Change format if necessary.
- Verify spelling and location of company names, cities, and states.
- Search online for buzzwords related to the job industry of the applicant.
- Format and develop the resume using the information from the form.
- Save resume then forward it to the Resume Proofreader for first round of proofing.

Requirements:

Will need a computer and Microsoft Word. Knowledge of resume writing is preferred but not required.

Please Note:

This is an overview of the main details of the role. It is not an exhaustive list.

Impact Change is a Christian organization. Volunteers can expect biblical principles to be shared in emails and meetings as well as prayer during meetings. Volunteers will be expected to have a commitment to Christ.