# Example CV for Girlguiding Scotland volunteers

Volunteering is a great way to develop transferable skills that will help your CV stand out. Check out our tips for creating a CV that includes your Girlguiding volunteering experience.

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## Things to remember

* Use a clear font like Arial or Calibri in a size 11 or 12 font.
* Keep it brief – no more than 2 sides of A4.
* List experiences in reverse chronological order – from most recent to furthest away.
* Check for typos and ask a friend to read through it too.
* Use headings, bullet points and spacing to break information up to make it easier to read.
* Research the role and the company, then tailor your CV to make it relevant for the job you’re applying for.
* Your CV should have a structure similar to this:
	+ Contact details
	+ Professional summary
	+ Work experience – include placements, volunteering and paid work
	+ Education
	+ Other achievements, qualifications and skills
	+ References

## Example CV template

**Olivia Rainbow**

Email: olivia.rainbow@gmail.com

Tel: 01234 567890

LinkedIn Profile: https://www.linkedin.com/

A short professional summary – summarise who you are and what you’d like to do. Use language and keywords from the job description to make yourself sound like the right person for the job.

**WORK EXPERIENCE**

**2022 - present People Homecare** *Care Worker*

In 2-3 bulletpoints, give examples of your achievements using active words to show your strengths and skills – like organised, managed, planned, developed.

**2019 – present Girlguiding Scotland** *Volunteer Youth Worker*

Remember to include placements, volunteering and paid work in your work experience section. List everything in reverse chronological order.

**EDUCATION**

**2020-2022 Glasgow Clyde College** *Fine Art: Painting and Printmaking*

Names/grades of your qualifications, and any additional awards.

**2014-2020 Barrhead High School**

List your qualifications in reverse chronological order, e.g. Advanced Highers first followed by Highers, then National 5s, then National 4s.

**SKILLS AND ACHIEVEMENTS**

These should be relevant to the job, and you need to be able to back them up. Use a bulletpoint list for things like:

* First aid qualifications.
* Additional trainings like administration.

**REFERENCES**

Give the name and contact details for 2 references. If your CV is successful, the employer will contact them.

## Writing about volunteering with Girlguiding on your CV

Example 1 – Unit helper

**2019 – present Girlguiding AREA** *Volunteer Youth Worker*

* I’m responsible for working in a team to provide engaging and inclusive activities for girls aged 7-10 during weekly meetings.
* I regularly lead activities for the girls, and have created differentiated resources to provide for children with additional support needs.
* I completed additional training in administration, and manage the group’s finances and online database on a weekly basis.

Example 2 – Unit leader

**2019 – present Girlguiding AREA** *Volunteer Lead Youth Worker*

* I manage a team of 3 volunteers to deliver weekly meetings for disadvantaged girls aged 4-7 to develop skills for life and have a safe space to explore their interests.
* I organise events that require budgeting, risk assessments, communications with parents/carers and external organisations, whilst keeping the interests of the girls at the centre.
* I have completed extensive training in safeguarding, leadership, managing finances and recruiting new volunteers through social media outreach.

Example 3 – District commissioner

**2019 – present Girlguiding AREA** *Volunteer Youth Worker Area Manager*

* I support and inspire a network of volunteers across to provide engaging and inclusive activities for girls aged 4-18, while overseeing a team responsible for finance, volunteer recruitment, and membership data.
* I coordinate and oversee events and activities, while ensuring we follow relevant guidelines and fulfil our legal responsibilities around finances, property and supporting our members and volunteers.
* I organised an event in May 2023 to bring together volunteers from across the local authority to thank them for their voluntary service, which involved budgeting, venue research, liaising with local press and councillors, and organising a local competition to design a thank you badge for all volunteers.

Example 4 – Inclusion adviser

**2019 – present Girlguiding AREA** *Volunteer Youth Worker Inclusion Adviser*

* I organise how supports diverse membership, through outreach to relevant charities, developing differentiated resources and establishing a hotline for volunteer to direct queries to.
* I apply my knowledge of equality, diversity and inclusion to solve problems and promote the advantages of creating an inclusive environment.
* I created a social media drive to demonstrate how volunteers provide a space where all girls and young women can discover their full potential, regardless of their background.