

Fraternity Resume Samples

Below are sample entries to assist you with incorporating your fraternity 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 fraternity to future employers.

ACTIVE MEMBER EXAMPLES:

Alpha Beta Chi Fraternity, *Active Member*, Wake Forest University, September 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 fraternity's team leader for the 2013 "Hit the Bricks" competition, a campus-wide philanthropy event that raises approximately \$20,000 for cancer research.

Alpha Beta Chi Fraternity, *Active Member*, Wake Forest University, September 2012 – Present

- Attend weekly chapter meetings and assist in the decision-making process for the organization which includes 50 members.
- Demonstrate interpersonal communication and relationship building skills while participating in fraternity recruitment events for approximately 300 potential new members.

MULTIPLE POSITIONS EXAMPLE:

Alpha Beta Chi Fraternity, Wake Forest University

Vice President, August 2012 – May 2013

- Assisted in applications and initiations process for 50 new members.
- Redesigned and maintained fraternity website to keep current members and alumni updated on news and events.

Active Member, September 2010 – Present

- Participate in five hours of community service through Alpha Beta Chi's local philanthropy project at Wake Forest Baptist Medical Center.
- Served as the fraternity's team leader for the 2011 "Hit the Bricks" competition, a campus-wide philanthropy event that raised approximately \$20,000 for cancer research.

ADDITIONAL LEADERSHIP EXAMPLES:

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

- Lead meetings, correspond with University administration, and complete semester and year-long event planning for a chapter of 50 members.
- Increased membership by (blank percent) through recruitment events and marketing initiatives.
- Completed and submitted report to the fraternity's national headquarters which resulted in being recognized as a top chapter with the (blank award).
- Utilize time management, communication, and organization skills while dedicating 10+ hours a week towards serving as leader of the organization.

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

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

Alpha Beta Chi Fraternity, *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 each year.
- Contact vendors, reserve locations, coordinate food and transportation, and market events for 200-300 people.

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

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 alumni during Homecoming Weekend; Planned five social events per semester for the fraternity 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.