Peace Corps Resume Tips

Your resume is the most critical part of your application. Interviews are not guaranteed, so your resume is the essential component to communicate to Peace Corps staff that you have the stuff it takes to be a Volunteer. Please remember the following points:

Tailor it. Review the "Required" and "Desired" skills for the volunteer position(s) you're most interested in and tailor your resume content and language to highlight the skills mentioned in the posting.

Be comprehensive. Your Peace Corps resume can be two to three pages, and it should include all relevant professional, volunteer, and leadership experience from college and beyond.

Emphasize the relevant parts. The longest section of your resume, and what you want to list on your first page, might not be the job you spent the longest amount of time working. Give more bullets to the jobs where you gained relevant skills you might use in a Peace Corps assignment, even if you didn't spend that long doing it.

Quantify your experiences. Be specific and use numbers to describe your experiences. Include the number of hours you worked/volunteered (full time vs. 10 hrs/wk, for example), the specific field or category (after-school English 4rd grade tutoring, organic permaculture farming on a 5 acre field), the number of individuals

Include certifications. Be sure to list all certifications, such as TEFL, first aid, CPR, etc.

Highlight language training. Indicate what languages you have a background in, how many quarters or semesters in college you have taken each, how many years in high school, and/or your fluency level independent of coursework. If you lived or taught abroad and used a foreign language, note that as well.

Keep it updated. If you want to improve your resume to better highlight your qualifications, or if you gain skills after you apply, simply upload a new version by going to your applicant portal on the Peace Corps application page (you may need to notify your recruiter or placement of an update).