



Delta Kappa Delta Sorority, Inc.
RESUME GUIDE.

Your resume is the one-page paper of your academic or professional career's "greatest hits". It is a critical tool that highlights what you have to offer a potential employer and making sure that everything from your education to your leadership activities to your volunteer work stands out is key in maintaining the quality of your resume.

Everything you do in your time being involved with Δ K Δ is just as valuable to the career path you are as your coursework. All our positions can be likened to those in any real-world organization and you are developing impressive skills along the way.

Below is a guide of bullet points you can use on your resume for each position. As a tip, try to add something specific or unique you did while in your role, whether that is increasing social media engagement by x% as Marketing Director, recruiting the largest incoming class as Recruitment Director, or organizing the most profitable fundraiser as Fundraising Director.

Also, don't forget we have a [Delta Kappa Delta LinkedIn](#) group. Add all your experience on your profile as well.

LEADERSHIP & ACTIVITIES

Delta Kappa Delta Sorority, Inc.

City, ST

President

Month Year – Month Year

- Direct weekly meetings to plan major projects, such as philanthropic events, fundraising endeavors, and collaboration with other multicultural Greek-letter organizations

Vice President

Month Year – Month Year

- Assist the President in the planning of major projects, such as philanthropic events, fundraising endeavors, and collaboration with other multicultural Greek-letter organizations
- Responsible for all philanthropic event committees and manage all the details including, décor, catering, entertainment, location, and invitee list
- Act as a liaison between the organization and the university's other Multicultural Greek Council (MGC) organizations, delegating for the MGC General Assembly meetings and communicating pertinent information

Treasurer

Month Year – Month Year

- Collect dues, pay bills, and oversee other monetary transactions including fundraising and social activities
- Prepare and maintain annual budgets, effectively communicating the breakdown with members of the organization through Excel spreadsheets and verbally, as needed
- Research and identify charitable and philanthropic organizations to allocate fundraised money towards

Secretary

Month Year – Month Year

- Maintain minutes of weekly meetings to plan major projects, such as philanthropic events, fundraising endeavors, and collaboration with other multicultural Greek-letter organizations
- Keep documented reports of attendance of general body meetings and member fines and rewards using Excel or Google Sheets

Mediator

Month Year – Month Year

- Facilitate communication between opposing parties in a dispute to help guide them to a mutual agreement
- Hold unbiased meetings with disputing parties and any other relevant parties as needed to get information about the dispute at hand

Marketing Director

Month Year – Month Year

- Manage social media and personally design all branding materials, using Canva
- Create, edit, publish, and share engaging content regularly on all social platforms such as Instagram and Facebook
- Suggest and implement digital and traditional marketing campaigns to develop awareness such as promotions and competitions

Service Director

Month Year – Month Year

- Conduct outreach with local organizations and manage all community service events for the organization
- Maintain and update the documented community service hours for the organization for reference by the national executive board

Fundraising Director

Month Year – Month Year

- Organize all fundraising events for the organization and regularly communicate information about fundraisers to members

- Diligently create and stay up-to-date with fundraising goals for the organization in coordination with the Treasurer

Recruitment Manager

Month Year – Month Year

- Plan multiple recruitment events of 20+ people and managed all event details, such as décor, catering, entertainment, location, and invitee list

Academic Director

Month Year – Month Year

- Support organization members in academic and post-graduate success through providing members with resources and advice
- Work closely with organization members who are on academic probation to develop stronger academic tools and skills for future success

Sisterhood Director

Month Year – Month Year

- Organize monthly socials and activities for the active members of the organization
- Help foster meaningful relationships within the organization through the creation of monthly 1:1 pairs where members are encouraged to bond with one another
- Work closely with the organization's Director of External Affairs to help in organizing and overseeing events

Director of External Affairs

Month Year – Month Year

- Organize social events and cultural events, along with other activities within the organization and among other organizations
- Create strong, positive relationships with other Greek-letter and multicultural organizations through regular communication
- Maintain alumni relationships and share chapter events within the organization's full membership

Historian

Month Year – Month Year

- Keep track of events through photography and/or the upkeep of a spreadsheet documenting all the organization's events
- Recount the records of history of past and current active members in the organization to share with the organization's future members

Event Coordinator

Month Year – Month Year

- Organize facilities and manage all event details such as decor, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- Assist in planning multiple events of 20+ people and managed event details, such as catering, entertainment, facilities and location
- Collaborate with executive board and marketing director to promote and publicize events to appropriate audiences

+ *National Convention / Regional Retreat Planning*

Regional Retreat Event Planner

Month Year – Month Year

- Coordinated with regional planning committee to organize community service, entertainment, and activities in the Amherst area
- Organized facilities and managed all event details such as decor, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.

National Convention Event Planner

Month Year – Month Year

- Negotiated contracts with hotel sales staff and catering services to accommodate 60+ people
- Coordinated with national planning committee to organize speakers, professional development workshops, entertainment, and activities in the Boston and Greater Boston area
- Organized facilities and managed all event details such as decor, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.