



WE DISCOVER, WE GROW

Girlguiding

# Guiding on your CV

Through the activities you do and the roles you take on in guiding, you're building new skills and gaining valuable experience. The skills you develop with Girlguiding will make your CV stand out, and here are some of the best ways to shout about it.

## Skills you can gain through guiding

- **Teamwork:** When you plan meetings with your fellow Leaders, sharing out things to do and communicating with each other, you're showing that you can work effectively as part of a team.
- **Leadership:** From running a game at Rainbows to being a Commissioner, you're demonstrating that you are a confident and capable leader.
- **Organisation:** Planning and delivering your programme, organising your records on Go!, even keeping your meeting place in good shape - these things show that you are organised and efficient.
- **Budgeting:** Do you do the accounts for your unit? Or have you budgeted for a camp or event you've run? These tasks help you build great transferable skills.
- **Motivation:** Gaining any award or qualification in guiding, from an interest badge to the Queen's Guide Award, shows that you are reliable and can work independently.
- **Communication:** If you're making contact with parents, Commissioners, young members, outside contacts - anyone - then you're demonstrating your excellent communication skills.

*Don't underestimate all the skills you've demonstrated through guiding - they make a really positive contribution to your CV!*



That's not to mention the more specific skills that different roles give you - being a Public Relations Adviser means you've got experience of working with the media. Being a Leader in Charge at a camp shows that you can plan events and oversee projects from start to finish. When writing applications, make sure you highlight the specific range of skills you've developed through your guiding roles.

## Give examples of...

Sometimes you will be asked for examples of situations you've experienced. This may seem daunting if you don't have a lot of work experience, but guiding often calls for the same skills and abilities that you need in the workplace. Here are a few examples of how guiding could help.

### Leadership

'As a Girlguiding volunteer I help run activities, challenges and adventures for girls aged 7 to 10. I was recently in charge of a week-long adventure holiday. I delegated jobs and clearly communicated tasks, and shared a plan and timetable so everyone was kept fully informed. The holiday ran smoothly and the girls had a great time!'

### Communication

'As a Girlguiding Young Leader I help to run a local Guide group of girls aged 10 to 14. We keep the Guides and their parents/carers up to date with all our plans by letter and email. As I fit volunteering around my studies I keep the team regularly updated about when I'm available. This communication is key to running an excellent programme of activities for the Guides.'



### Organisation and planning

'I am a member of the Anytown Senior Section Unit, part of Girlguiding. Members are aged between 14 and 26. We plan and run our own self-development programmes that focus on areas including community action, independent living and leadership. I take on tasks like sourcing equipment for activities, planning events, inviting guests and liaising with other groups.'



### Teamwork

'I am a Girlguiding Leader and part of a team of volunteers who lead a group of 10- to 14-year-old girls (Guides). We work together on programme planning and organisation of activities, as well as taking the group away on camps and trips. The whole team works well together to ensure that tasks are shared out, and we always ask each other for help.'



## Hints and tips for CV writing

- Adapt your CV to each opportunity you apply for. Keep a basic version and then adjust it each time to highlight the skills and experiences that are specifically relevant to the role you are applying for.
- Your covering letter is an opportunity to really go into detail about what makes you the best candidate for the role and to show further how your experiences match their specifications.
- Not all opportunities ask for a traditional CV, but having one to hand makes filling in application forms much easier.
- Putting your guiding experience under 'Voluntary work' on your CV makes you stand out - this focuses employers on the fact that you are prepared to give up your time, energy and expertise for free for something you are passionate about. You can also put it under 'Skills/Interests/Hobbies' to emphasise your skills, personal development and achievements, as well as community action and service projects.
- Ask someone who doesn't know anything about guiding to read through your CV. Do they understand what you say about it? If they don't, you might need to change some of the guiding terminology into plainer English.
- Don't rely on just your spellchecker to proofread your CV. Ask someone to check it for you for any errors.
- Your CV should be no more than two pages long. Make sure that you mention all appropriate skills and experience but keep information brief and relevant.
- Be honest! If you lie on your CV you are likely to be found out at any subsequent interview. You are then unlikely to get the job as the employer will believe you are not trustworthy.

# Jargon busting

Don't forget that, as a member of Girlguiding, terms like LQ, Look Wider and Queen's Guide Award have a specific meaning to you - but to someone who has no involvement with the charity, it's like speaking a different language. Make it easy for employers to understand what you are talking about so they don't miss the valuable skills you've developed through guiding.



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