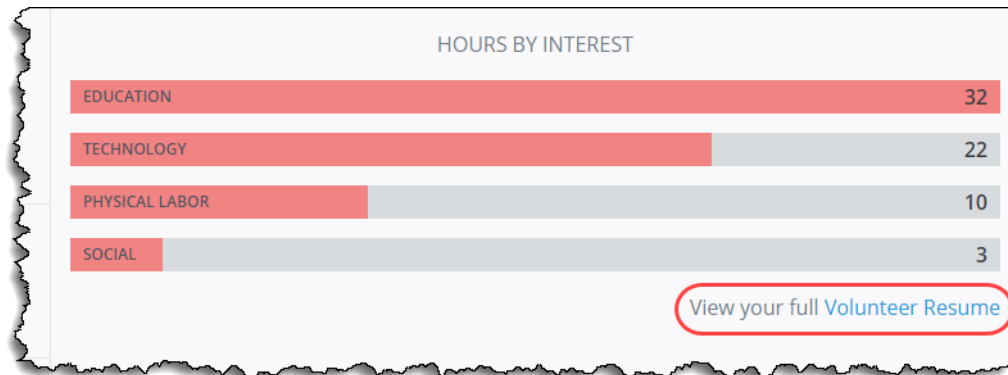# ACCESSING YOUR VOLUNTEER RESUME:

1. From your volunteer dashboard, click the View your full Volunteer Resume link, located right below the Hours by Interest graph.

This link takes you to the résumé portion of your volunteer profile, located right below the avatar area.

2. Select the Start and End dates of the date range you want the résumé to show. By default, the range shows the past year up to the current date.
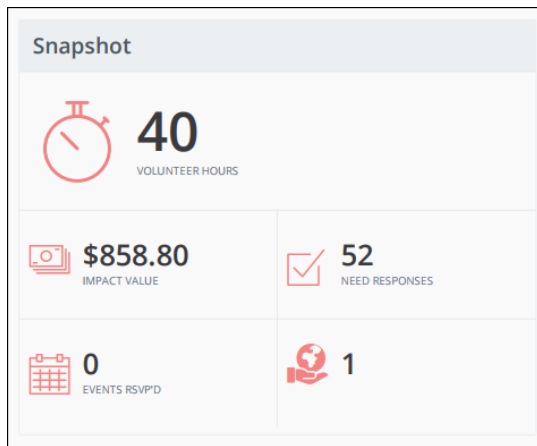
3. Click Go. A printable PDF of your résumé will be generated.

You can also access your profile by clicking on the circle with your avatar or initials at the top right hand corner of your page.
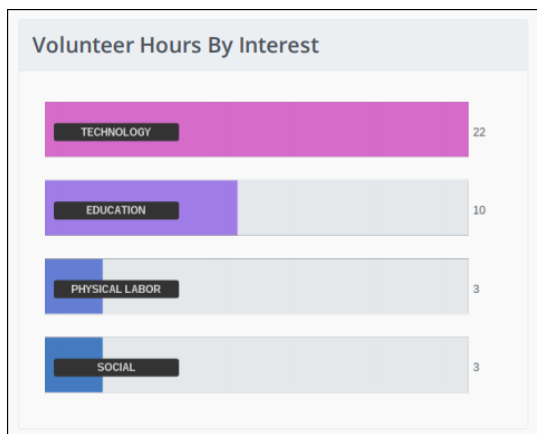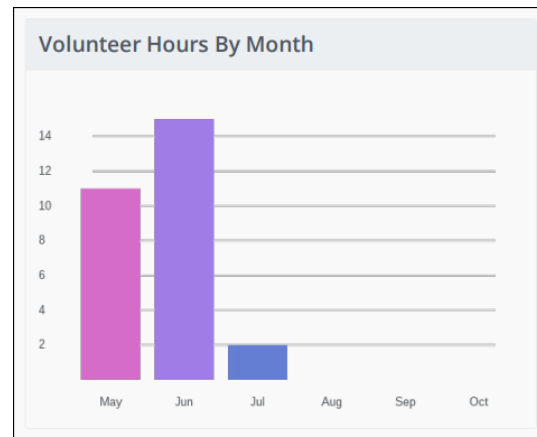
Your volunteer resume, benchmarks, hour tracking, opportunity responses are shown on your profile.
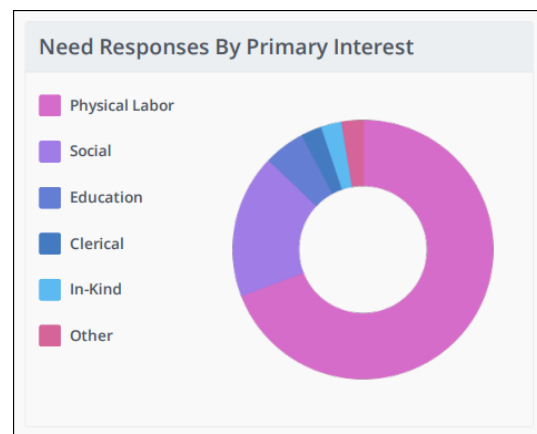
VOLUNTEER RESUME ELEMENTS:

Snapshot: Shows the total number of volunteer hours (approved and pending), the impact value, the number of need responses, the number of event RSVPs, and the number of fanned agencies.

Volunteer Hours By Month: Graph showing volunteer hours for the past six months.

Volunteer Hours by Interest: Shows the top for the needs that are associated with the most hours for the volunteer. In the example below, 22 of the volunteer's hours were submitted for needs that had "Technology" as a selected interest.

Need Responses by Primary Interest: A doughnut graph showing the primary interests selected for the needs the volunteer responded to. In the example below, a large portion of the volunteer's need responses had "Physical Labor" selected as the primary interest for the need.

UNCP SERVE Badges

Users on UNCP Serve are awarded badges based on the amount of approved hours tracked. Badges will appear on the user's profile and volunteer resume. Badges are awarded after a volunteer reaches the following benchmarks: 10 hours, 25 hours, 50 hours, 75 hours, 100 hours, 250 hours and 400 hours.

Benchmarks

BADGE	TITLE	HOURS	DATE ADDED
	BRONZE | 10 Hours of Service	10	Dec 20, 2017
	BRONZE | 25 Hours of Service	25	Dec 20, 2017

Volunteer Hours: This table lists the date volunteered, the name or description of the need, the hours submitted, the miles traveled, the need type, and the status of the hours (approved or pending).

Volunteer Hours

DATE	DETAILS	HOURS	MILES	TYPE	STATUS
Jul 10, 2017	(model) Rocket Scientists Needed S.T.E.A.M. Club	2.00	0	GC	☑
Jun 30, 2017	"Harry Potter" Lookalikes Needed for Literacy Fair Henderson Area Literacy Council	3.00	0	GC	☑
Jun 30, 2017	(model) Rocket Scientists Needed S.T.E.A.M. Club	2.00	0	GC	☑
Jun 30, 2017	Reading Tutors Needed for Special-Needs Kids Henderson Area Literacy Council	4.00	0	GC	☑

Once you have generated the résumé, be sure to save it. (One way to do this is to right-click and then select **Save As**.) Once you've saved it, you can send it as an attachment as needed.