



# Adding LiA to your Resume

The Leadership in Action program is a great resume booster. Showing potential employers that you took learning soft skills for the workforce seriously during your time in college, can give you a leg up over other applicants. Use this resource for how to add your Leadership in Action Certificate, Modules and Specializations you completed to your resume. Remember to list the Modules you've completed based on relevance to the position you are applying for.



## How to list Certificate on a resume:

Every resume is different but there is a regularly accepted format for listing certificates on your resume. Here are the steps you can follow to list your certifications efficiently:

1. List the certificate's title
2. Include the name of the host organization
3. List the date earned
4. Provide details on the associated skills

### Example:

Leadership in Action Certificate, Phi Sigma Pi National Honor Fraternity - September 2022

- Professional and personal leadership development certificate program. Relevant skills crafted: communication, time management, strategic planning and conflict management

## Listing Modules Completed Example:

Leadership in Action, Phi Sigma Pi National Honor Fraternity - September 2022

- Strategic Planning- The Perfect Pitch: Developed a creative and energetic elevator pitch
- Successful Feedback-Giving Constructive Feedback: Constructed a way to give effective feedback

## Listing Specialization Completed Example:

Leadership in Action, Phi Sigma Pi National Honor Fraternity - September 2022

- Communication Specialization: Provided the professional communication skills of identifying communications style to better relate to others, active listening, public speaking and presentation, trust and verbal/non-verbal communication