

**Using voluntary work  
to get ahead in the job market**



**The Open  
University**

Worksheet 3

## **Volunteering log**

This log is adapted from the 'About you' section of the OU Careers Advisory Service site. It should help assess and record all the evidence you'll need to impress employers PLUS there is also a big feelgood factor here, when you see this evidence of all you've achieved!

We have included an example of what you could write in your log.

Note: it can also be used to jot down ideas for potential voluntary work, when you're choosing your activities (see Section 3 of the unit). You've then got a more convenient tool for assessing and comparing what different activities would involve.

<b>Dates</b>	<b>Voluntary organisation</b>	<b>Position and responsibilities</b>	<b>Activities</b>	<b>Training</b>	<b>Skills developed</b>	<b>Evaluation</b>
2012/13	Ace Outreach Drug Project	Communications volunteer	Update web, prepare flyers and posters, send news items to local press	In-house course on desktop publishing software	Team working, print design, research into other web designs	Could try more – blog, wiki?

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