

High School and College Student Guide

Sharing Your Biomedical Services Impact



Blood Program Leaders, Blood Drive Hosts & Scholarship Recipients

If you're currently a Blood Program Leader or a scholarship recipient who has hosted blood drives, thank you for your service and commitment to making a difference. [Visit the Blood Drive Management Portal](#) for more information about how you can explain the impact of your lifesaving work with the Red Cross.

Virtual Blood Drive Host

For Your Resume

If you've run a SleevesUp virtual campaign, in the Extracurricular, Volunteer Experience or Community Service Experience Section:

SleevesUp Virtual Blood Drive Host, American Red Cross (Enter Start Year-Current or Enter Start Year-End Year)

- Created an (if more than one campaign, include the number) online campaign encouraging friends and family to donate blood to help save lives resulting in (insert number) pledged blood donations
- Promoted the campaign through (insert method you used) email and/or social media

On LinkedIn

Log into your LinkedIn account and go to the "Volunteer Experience" section.

Fill in the form fields below:

Organization: American Red Cross

Role: SleevesUp Virtual Blood Drive Host

Cause: Disaster and Humanitarian Relief

Check the box for "I am currently volunteering in this role" if you have a SleevesUp campaign scheduled.

Select your start date and end date

Description: Created an (if more than one campaign, include the number) online campaign encouraging friends and family to donate blood to help save lives resulting in (insert number) pledged blood donations. Promoted the campaign through (insert method you used) email and/or social media.

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Scholarship or College Admissions Essays

You can mention the following about organizing a virtual blood drive:

- During the pandemic, the American Red Cross experienced hundreds of drive cancellations. As a virtual blood drive host, I've helped maintain their lifesaving blood supply by inspiring my network of friends and family to donate blood in a convenient place near them or host virtual drives of their own.
- I've created (insert number of campaigns) online campaigns encouraging friends and family through (insert method you used) social media and email to donate blood to help save lives resulting in (insert number) pledged blood donations.
- The Red Cross has a constant and ongoing need for blood donations. Every two seconds someone in the U.S. needs blood. The virtual blood drive (or drives if you've organized more than one) that I organized helped make it possible for the American Red Cross to continue providing essential and lifesaving services to patients in need.

Questions to Consider When Writing Your Essays:

What other benefits have you experienced by organizing a virtual blood drive? Did it help you learn a new skill or did you gain leadership experience from the opportunity?

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If You've Donated Blood

For Your Resume

If you have given blood on a regular basis over a period of time, you can add the below to the Volunteer Experience or Community Service Experience Section:

Frequent Blood Donor, American Red Cross (Enter Start Year-Current or Enter Start Year-End Year)

On LinkedIn

Log into your LinkedIn account and go to the Volunteer Experience section.

Fill in the form fields below:

Organization: American Red Cross

Role: Regular Blood Donor

Cause: Disaster and Humanitarian Relief

Check the box for "I am currently volunteering in this role" if you have a blood donation appointment scheduled.

Select your start date and end date

Description: Frequent blood donor, volunteering an average of one hour of time for each blood donation provided that can help save more than one life each time. Given blood (insert number of times you've donated) times to-date.

Scholarship or College Admissions Essays

Depending on the question that the university or college you are applying for is asking, you can mention the following facts about donating blood if you have donated blood regularly over a period of time:

- I've donated blood (insert number of times) times from (insert start date) to (insert end date or if you're still donating, write now). Every time I've donated blood, I've volunteered one hour of my time on average that can help save more than one life each time.
- The American Red Cross has a constant and ongoing need for blood donations. Every two seconds someone in the U.S. needs blood. My blood donations have helped make it possible for the American Red Cross to continue providing essential and lifesaving services to patients in need.
- The Red Cross provides about 40% of our nation's blood supply, all from volunteers who have taken the time to donate blood. Every day, volunteers who donate blood help patients of all ages: accident and burn victims, heart surgery, organ transplant and sickle cell patients, and those battling cancer.

Questions to Consider When Writing Your Essays:

You may also want to provide insight as to why you've donated blood regularly as a form of volunteering. What motivates you to donate?

Biomedical Services Volunteer Positions

If you're currently an American Red Cross volunteer with an active Volunteer Connection profile and supporting Biomedical Services in one or more of the following positions, thank you for your time and dedication to supporting the Red Cross mission.

Blood Services Donor Ambassador

For Your Resume

If You Include a Summary Section

The resume summary includes your skills, experience and education in the upper portion or along the top of your resume. Here are some achievements and skills you can highlight in your summary based on your Blood Services Donor Ambassador volunteer experience:

- Demonstrated commitment to customer service by positively representing a national nonprofit organization
- Experienced in communicating in a professional manner with diverse populations
- Dedicated to making an impact in my community

In the Professional Experience or Work Experience Section

American Red Cross

Volunteer Blood Services Donor Ambassador, (Insert Start Date-Insert End Date)

- Provided excellent customer service by ensuring blood donors had relevant information, recognizing donors for their contributions and reporting physical reactions experienced by donors to collection staff
- Served as a greeter at (insert number) blood drives, explaining the donation process as needed and assisting with intake and handoffs through the blood donation process
- Assisted collections staff in encouraging donors of specific types to donate the best blood product for maximum impact
- Managed donor flow at temperature taking station ensuring that only donors passing the screen were permitted access
- Directed donors to next step of donation or options for future donations if deferred
- Informed donors of current and upcoming donation promotions
- Set up and maintained a welcoming environment in reception and hospitality areas, as well as donor areas as requested
- Volunteered for a total of [insert the number of hours you volunteered] hours

If you are currently a Blood Services Donor Ambassador, change the verbs in the beginning of each statement above to the present tense. For example, "Informed donors of current and upcoming donation promotions" would change to "Informs donors of current and upcoming donation promotions."

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In the Skills Section

This could include, but not limited to:

- Customer service
- Communication
- Adaptability

In the Extracurricular, Volunteer Experience or Community Service Experience Section if you are not listing Blood Services Donor Ambassador under the Work Experience or Professional Experience Section

Blood Services Donor Ambassador, American Red Cross (Enter Start Year-Current or Enter Start Year-End Year)

On LinkedIn

Log into your LinkedIn account and go to the “Volunteer Experience” section.

Fill in the form fields below:

Organization: American Red Cross

Role: Blood Services Donor Ambassador

Cause: Disaster and Humanitarian Relief

Check the box for “I am currently volunteering in this role” if you are currently volunteering as a Blood Services Donor Ambassador.

Select your start date and end date

Description:

- Provided excellent customer service by ensuring blood donors had relevant information, recognizing donors for their contributions and reporting physical reactions experienced by donors to collection staff
- Served as a greeter at (insert number) blood drives, explaining the donation process as needed and assisting with intake and handoffs through the blood donation process
- Assisted collections team supervisor or charge staff to match donor blood type with the best product for maximum impact
- Managed donor flow at temperature taking station ensuring that only donors passing the screen were permitted access
- Directed donors to next step of donation or options for future donations if deferred
- Informed donors of current and upcoming donation promotions
- Set up and maintained a welcoming environment in reception and hospitality areas, as well as donor areas as requested
- Volunteered for a total of [insert the number of hours you volunteered] hours

If you are currently a Blood Services Donor Ambassador, change the verbs in the beginning of each statement above to the present tense. For example, “Informed donors of current and upcoming

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donation promotions” would change to “Informs donors of current and upcoming donation promotions.”

Scholarship or College Admissions Essays

You can mention the following about serving as a Blood Services Donor Ambassador:

- The American Red Cross has a constant and ongoing need for blood donations. Every day in the U.S., approximately 36,000 units of red blood cells are needed. This means that every two seconds someone in the U.S. needs blood. The blood drives and donation centers that I have served as a volunteer Blood Services Donor Ambassador have made it possible for the Red Cross to continue providing essential and lifesaving services to millions of patients in need. My volunteer work at blood donation centers and blood drives have also helped to ensure the health of those in our community.
- I've volunteered as a Blood Services Donor Ambassador with the Red Cross since (insert the month and year you began serving as a Blood Services Donor Ambassador).
- As a Blood Services Donor Ambassador, I've supported (insert number) blood drives by providing excellent customer service to blood donors by ensuring that they had relevant information and that they were recognized for their contributions. I have also reported any adverse post-donation physical reactions that blood donors experienced to collection staff.
- The customer service that I've provided to blood donors began from the moment that they entered to give blood to the Red Cross. Upon greeting each donor, I've also explained the blood donation process as needed and have assisted with intake and handoffs through the blood donation process. I've also informed donors about recent and upcoming donation promotions and directed donors to the next step of their donation or about future donations if they needed to be deferred.
- In addition, I've assisted the collections team supervisor or charge staff to match donor blood type with the best product for maximum impact. Some other items I've helped out with include managing the donor flow at the temperature taking station to ensure that donors only passing the screen were permitted access and setting up and maintaining a welcoming environment in reception and hospitality areas as well as donor areas as requested.

Questions to Consider When Writing Your Essays:

In addition to the above, what impact has being a Blood Services Donor Ambassador had on you personally? Have you learned new skills, met new people or have found this to be a fulfilling experience? What impact has being a Blood Services Donor Ambassador had on your community? What is your tenure in the role and how does your experience volunteering connect to the Red Cross mission of preventing and alleviating human suffering through the mobilization of volunteers?

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Blood Services Transportation Specialist

For Your Resume

If You Include a Summary Section

The resume summary includes your skills, experience and education in the upper portion or along the top of your resume. Here are some achievements and skills you can highlight in your summary based on your Blood Services Transportation Specialist volunteer experience:

- Experienced in driving in a safe and responsible manner while representing a national nonprofit organization
- Dedicated to making an impact in my community

In the Professional Experience or Work Experience Section

American Red Cross

Volunteer Blood Services Transportation Specialist, (Insert Start Date-Insert End Date)

- Transported blood from collection sites to Red Cross laboratories as well as finished blood or blood products to hospital customers as routine or “stat” deliveries
- Delivered supplies to blood collection sites as needed
- Picked up empty boxes from hospitals as necessary
- Completed required paperwork and obtaining signatures as necessary
- Communicated with Red Cross staff on feedback from customers on any urgent issues
- Drove in a safe and responsible manner as a representative of the American Red Cross
- Volunteered for a total of [insert the number of hours you volunteered] hours

If you are currently a Blood Services Transportation Specialist, change the verbs in the beginning of each statement above to the present tense. For example, “Drove in a safe and responsible manner” would change to “Drives in a safe and responsible manner.”

In the Skills Section

This could include, but not limited to:

- Safe driving record
- Communication
- Customer Service

In the Extracurricular, Volunteer Experience or Community Service Experience Section if you are not listing Blood Services Transportation Specialist under the Work Experience or Professional Experience Section

Blood Services Transportation Specialist, American Red Cross (Enter Start Year-Current or Enter Start Year-End Year)

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On LinkedIn

Log into your LinkedIn account and go to the “Volunteer Experience” section.

Fill in the form fields below:

Organization: American Red Cross

Role: Blood Services Transportation Specialist

Cause: Disaster and Humanitarian Relief

Check the box for “I am currently volunteering in this role” if you are currently serving in the role.

Select your start date and end date.

Description: As a volunteer Blood Services Transportation Specialist, I provided vital services to the Red Cross including:

- Transporting blood from collection sites to Red Cross laboratories as well as finished blood or blood products to hospital customers as routine or “stat” deliveries
- Delivering supplies to blood collection sites as needed
- Picking up empty boxes from hospitals as necessary
- Completing required paperwork and obtaining signatures as necessary
- Communicating with Red Cross staff on feedback from customers on any urgent issues
- Driving in a safe and responsible manner as a representative of the American Red Cross
- Volunteered for a total of [insert the number of hours you volunteered] hours

Scholarship or College Admissions Essays

Here are some ideas when describing the impact you’ve made as a Blood Services Transportation Specialist:

- The American Red Cross has a constant and ongoing need for blood donations. Every day in the U.S., approximately 36,000 units of red blood cells are needed. This means that every two seconds someone in the U.S. needs blood. The blood transportation services that I have provided as a volunteer helped make it possible for the Red Cross to continue providing essential and lifesaving services to millions of patients in need. My volunteer work has also helped to ensure the health of those in our community.
- I’ve volunteered as a Blood Services Transportation Specialist with the Red Cross since (insert the month and year you began). This volunteer position includes serving as a representative of the Red Cross as I am responsible for driving in a safe, responsible manner.
- As a Blood Services Transportation Specialist, I’ve transported blood from collection sites to Red Cross laboratories. I’ve also transported finished blood or blood products to hospital customers as routine or “stat” deliveries.
- Also, throughout this volunteer role, I’ve picked up empty boxes from hospitals as necessary and delivered supplies to blood collection sites as needed. My key responsibilities have also included completing required paperwork and obtaining signatures as necessary.

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- In addition, I've provided feedback to Red Cross staff from customers on any urgent issues.

Questions to Consider When Writing Your Essays:

In addition to the above, what other ways has this role benefited you? Is it by exploring a career, giving back to others or getting to know the community? What impact has being a Blood Services Transportation Specialist had on your community? What is your tenure in the role and how does your experience volunteering connect to the Red Cross mission of preventing and alleviating human suffering through the mobilization of volunteers?

Blood Services Scheduling Team Member

For Your Resume

If You Include a Summary Section

The resume summary includes your skills, experience and education in the upper portion or along the top of your resume. Here are some achievements and skills you can highlight in your summary based on your Blood Services Scheduling Team Member volunteer experience:

- Demonstrated ability to help plan and manage a shift schedule
- Experienced in data entry and communicating in a professional manner with diverse populations
- Dedicated to making an impact in my community

In the Professional Experience or Work Experience Section

American Red Cross

Volunteer Blood Services Scheduling Team Member, (Insert Start Date-Insert End Date)

- Regularly reviewed blood drive schedules and communicated with volunteers to recruit for shifts, discuss special circumstances or assignment changes
- Provided guidance to volunteers on how to self-schedule and access the volunteer management system
- Assisted volunteers in scheduling and rebooking shifts in the Blood Drive Shift Tool
- Received and shared feedback from volunteers and scheduling lead regarding shift details
- Performed data entry to ensure accurate volunteer records
- Reviewed text campaign rebooking report and performed necessary follow up
- Managed Volunteer Engagement Indicators (future shift sign up) and an exception queue
- Volunteered for a total of [insert the number of hours you volunteered] hours

If you are currently a Blood Services Scheduling Team Member, change the verbs in the beginning of each statement above to the present tense. For example, "Performed data entry to ensure accurate volunteer records" would change to "Performs data entry to ensure accurate volunteer records."

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In the Skills Section

This could include, but not limited to:

- Communication
- Problem Solving
- Data Entry
- Working remotely (if you worked virtually)

In the Extracurricular, Volunteer Experience or Community Service Experience Section if you are not listing your role as a Blood Services Scheduling Team Member under the Work Experience or Professional Experience Section

Blood Services Scheduling Team Member, American Red Cross (Enter Start Year-Current or Enter Start Year-End Year)

On LinkedIn

Log into your LinkedIn account and go to the “Volunteer Experience” section.

Fill in the form fields below:

Organization: American Red Cross

Role: Volunteer Blood Services Scheduling Team Member

Cause: Disaster and Humanitarian Relief

Check the box for “I am currently volunteering in this role” if you are currently volunteering as a Blood Services Scheduling Team Member.

Select your start date and end date

Description:

- Regularly reviewed blood drive schedules and communicated with volunteers to recruit for shifts, discuss special circumstances or assignment changes
- Provided guidance to volunteers on how to self-schedule and access Volunteer Connection
- Assisted volunteers in scheduling and rebooking shifts in the Blood Drive Shift Tool
- Received and shared feedback from volunteers and scheduling lead regarding shift details
- Performed data entry to ensure accurate volunteer records
- Reviewed text campaign rebooking report and performed necessary follow up
- Managed Volunteer Engagement Indicators (future shift sign-up) and an exception queue
- Volunteered for a total of [insert the number of hours you volunteered] hours

If you are currently a Blood Services Scheduling Team Member, change the verbs in the beginning of each statement above to the present tense. For example, “Performed data entry to ensure

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accurate volunteer records” would change to “Performs data entry to ensure accurate volunteer records.”

Scholarship or College Admissions Essays

You can mention the following about serving as a Blood Services Scheduling Team Member:

- The American Red Cross has a constant and ongoing need for blood donations. Every day in the U.S., approximately 36,000 units of red blood cells are needed. This means that every two seconds someone in the U.S. needs blood. The blood drives that I have helped staff as a Blood Services Scheduling Team Member have made it possible for the Red Cross to continue providing essential and lifesaving services to millions of patients in need. My volunteer work has also helped to ensure the health of those in our community.
- I've volunteered as a Blood Services Scheduling Team Member with the Red Cross since (insert the month and year you began serving as a Blood Services Scheduling Team Member).
- As a Blood Services Scheduling Team Member, I've helped staff (insert number) blood drives by regularly accessing and reviewing blood drive schedules. Scheduling volunteers requires a strong knowledge and understanding of Red Cross services and operations as well as opportunities for volunteer service.
- In my role, I communicate regularly with volunteers to recruit for shifts and to follow up on rebooking shifts after reviewing the campaign rebooking report. I have taught volunteers to self-schedule, which also requires a degree of problem-solving as we regularly discuss special circumstances or changes with assigned volunteers. I also receive and share feedback from volunteers and the scheduling lead regarding shift details.
- I've also been able to develop my technological skills by performing data entry to ensure accurate volunteer records and assisting volunteers in using the Blood Drive Shift Tool to schedule and rebook shifts.

Questions to Consider When Writing Your Essays:

In addition to the above, what have you learned about team building and interacting with and meeting a variety of people? What impact has being a Blood Services Scheduling Team Member had on your community? What is your tenure in the role and how does your experience volunteering connect to the Red Cross mission of preventing and alleviating human suffering through the mobilization of volunteers?

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Blood Services Engagement Team Member

For Your Resume

If You Include a Summary Section

The resume summary includes your skills, experience and education in the upper portion or along the top of your resume. Here are some achievements and skills you can highlight in your summary based on your Blood Services Engagement Team Member volunteer experience:

- Demonstrated ability to work independently and on a team
- Experienced in communicating in a professional manner with diverse populations
- Dedicated to making an impact in my community

In the Professional Experience or Work Experience Section

American Red Cross

Volunteer Blood Services Engagement Team Member, (Insert Start Date-Insert End Date)

Include all the relevant tasks that you worked on, which may include:

- Assisted in engagement process with the Biomedical Workforce Volunteer Engagement Team
- Shared additional volunteer opportunities with volunteers to encourage increased volunteer engagement
- Assigned tasks to volunteers and helped coordinate projects for engagement opportunities
- Reviewed roster regularly for accuracy and activity, often referred to as 30-60-90 day review
- Logged activities in Volunteer Connection
- Provided feedback on engagement cycle to Engagement Lead and Rep
- Performed roster maintenance and submitted volunteer position end date requests to Volunteer Services
- Reviewed volunteer feedback survey with leadership
- Enhanced the volunteer experience by providing follow up to volunteers, ensuring that feedback was shared with appropriate stakeholders
- Conducted mid-shift check-in calls for new volunteers
- Volunteered for a total of [insert the number of hours you volunteered] hours

If you are currently a Blood Services Engagement Team Member, change the verbs in the beginning of each statement above to the present tense. For example, "Logged activities in Volunteer Connection" would change to "Logs activities in Volunteer Connection."

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In the Skills Section

This could include, but not limited to:

- Teamwork & Collaboration
- Communication
- Working remotely (if you worked virtually)

In the Extracurricular, Volunteer Experience or Community Service Experience Section if you are not listing Blood Services Engagement Team Member under the Work Experience or Professional Experience Section

Blood Services Engagement Team Member, American Red Cross (Enter Start Year-Current or Enter Start Year-End Year)

On LinkedIn

Log into your LinkedIn account and select the “Volunteer Experience” section on your profile.

Fill in the form fields below:

Organization: American Red Cross

Role: Blood Services Engagement Team Member

Cause: Disaster and Humanitarian Relief

Check the box for “I am currently volunteering in this role” if you are currently volunteering.

Select your start date and end date

As a Blood Services Engagement Team Member, I volunteered at least three hours per week (modify the hours here to reflect the hours that you have volunteered per week) with responsibilities including: (Include all the relevant tasks that you worked on from the list below)

- Assisted in engagement process with the Biomedical Workforce Volunteer Engagement Team
- Shared additional volunteer opportunities with volunteers to encourage increased volunteer engagement
- Assigned tasks to volunteers and helped coordinate projects for engagement opportunities
- Reviewed roster regularly for accuracy and activity, often referred to as 30-60-90 day review
- Logged activities in Volunteer Connection
- Provided feedback on engagement cycle to Engagement Lead and Rep
- Performed roster maintenance and submitted volunteer position end date requests to Volunteer Services
- Reviewed volunteer feedback survey with leadership
- Enhanced the volunteer experience by providing follow up to volunteers, ensuring that feedback was shared with appropriate stakeholders
- Conducted mid-shift check-in calls for new volunteers
- Volunteered for a total of [insert the number of hours you volunteered] hours

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If you are currently a Blood Services Engagement Team Member, change the verbs in the beginning of each statement above to the present tense. For example, “Logged activities in Volunteer Connection” would change to “Logs activities in Volunteer Connection.”

Scholarship or College Admissions Essays

You can mention the following about serving as a Blood Services Engagement Team Member:

- The American Red Cross has a constant and ongoing need for blood donations. Every day in the U.S., approximately 36,000 units of red blood cells are needed. This means that every two seconds someone in the U.S. needs blood. The Red Cross has a constant need for volunteers to meet this essential need. By providing support to ensure volunteer engagement, I have helped make it possible for the Red Cross to continue providing essential and lifesaving services to millions of patients.
- I've volunteered as a Blood Services Engagement Team Member with the Red Cross since (insert the month and year you began the role). I volunteered at least three hours per week (modify the hours here to reflect the hours that you have volunteered per week) with a wide range of responsibilities.
- As a Blood Services Engagement Team Member, I've assisted in the engagement process with the Biomedical Workforce Volunteer Engagement Team. This includes sharing additional volunteer opportunities with volunteers to encourage additional volunteer engagement and assigning tasks to volunteers. I've also helped coordinate projects for engagement opportunities.
- The volunteer position has also included reviewing the volunteer roster regularly for accuracy and activity, often referred to as a 30-60-90 review, and logged activities in the Red Cross Volunteer Connection.
- In addition, I've provided feedback to the Engagement Lead and Rep on the engagement cycle and performed roster maintenance and submitted volunteer position end date requests to Volunteer Services. I've reviewed findings from the volunteer feedback survey with leadership.
- To enhance the volunteer experience, I've followed up with volunteers to ensure that their feedback has been shared. Also, to help ensure the successful onboarding of new volunteers, I've conducted mid-shift check-in calls during first shifts.

Questions to Consider When Writing Your Essays:

In addition to the above, how has serving as a Blood Services Engagement Team Member helped you build your teamwork skills? Also, what interested you in serving in this role? What impact has being a Blood Services Engagement Team Member had on your community? What is your tenure in the role and how does your experience volunteering connect to the Red Cross mission of preventing and alleviating human suffering through the mobilization of volunteers?

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Blood Services Administrative Assistant

For Your Resume

If You Include a Summary Section

The resume summary includes your skills, experience and education in the upper portion or along the top of your resume. Here are some achievements and skills you can highlight in your summary based on your Blood Services Administrative Support volunteer experience:

- Demonstrated commitment to customer service and adaptability
- Experienced in providing administrative support, exhibiting strong organizational and communication skills
- Dedicated to making an impact in my community

In the Professional Experience or Work Experience Section

American Red Cross

Volunteer Blood Services Administrative Assistant, (Insert Start Date-Insert End Date)

Include all the relevant tasks that you worked on, which may include:

- Performed general office administrative functions
- Drafted and audited letters, memos, reports, labels, and data entry
- Answered phones and emails; greeted and directed customers
- Assisted in booking, scheduling, and communication
- Filed, photocopied, collated and faxed documents
- Prepared and distributed packets and mailings
- Supervised groups or individual clerical volunteers (if this was one of your responsibilities, move this to the top of the list)
- Sorted and distributed incoming and outgoing mail and packages
- Ordered and stocked office supplies
- Volunteered for a total of [insert the number of hours you volunteered] hours

If you are currently a Blood Services Administrative Assistant, change the verbs in the beginning of each statement above to the present tense. For example, "Ordered and stocked office supplies" would change to "Orders and stocks office supplies."

In the Skills Section

This could include, but not limited to:

- Customer Service
- Administrative Support

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- Supervision (if you supervised groups or individual clerical volunteers)
- Microsoft Outlook, Word, Excel, PowerPoint

In the Extracurricular, Volunteer Experience or Community Service Experience Section if you are not listing Blood Services Administrative Assistance under the Work Experience or Professional Experience Section

Blood Services Administrative Assistant, American Red Cross (Enter Start Year-Current or Enter Start Year-End Year)

On LinkedIn

Log into your LinkedIn account and select the “Volunteer Experience” section on your profile.

Fill in the form fields below:

Organization: American Red Cross

Role: Blood Services Administrative Assistant

Cause: Disaster and Humanitarian Relief

Check the box for “I am currently volunteering in this role” if you are currently volunteering.

Select your start date and end date

As a Blood Services Administrative Assistant, I volunteered (insert the number of hours you volunteered either weekly or monthly) with responsibilities including: (Include all the relevant tasks that you worked on from the list below)

- Performed general office administrative functions
- Drafted and audited letters, memos, reports, labels, and data entry
- Answered phones and emails; greeted and directed customers
- Assisted in booking, scheduling, and communication
- Filed, photocopied, collated and faxed documents
- Prepared and distributed packets and mailings
- Supervised groups or individual clerical volunteers (if this was one of your responsibilities, move this to the top of the list)
- Sorted and distributed incoming and outgoing mail and packages
- Ordered and stocked office supplies
- Volunteered for a total of [insert the number of hours you volunteered] hours

If you are currently a Blood Services Administrative Assistant, change the verbs in the beginning of each statement above to the present tense. For example, “Ordered and stocked office supplies” would change to “Orders and stocks office supplies.”

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Scholarship or College Admissions Essays

You can mention the following about serving as a Blood Services Administrative Assistant:

- The American Red Cross has a constant and ongoing need for blood donations. Every day in the U.S., approximately 36,000 units of red blood cells are needed. This means that every two seconds someone in the U.S. needs blood. The Red Cross has a constant need for volunteers to meet this essential need. By providing administrative office support to blood services departments, I have helped make it possible for the Red Cross to continue providing essential and lifesaving services to millions of patients.
- I've volunteered as a Blood Services Administrative Assistant with the Red Cross since (insert the month and year you began the role). I provided general office administrative support for (insert the number of hours you volunteered either weekly or monthly) hours per (week or month).
- This role has provided me with a chance to enhance and build my administrative skills as I have drafted and audited letters, memos, reports, labels, and performed data entry. My responsibilities have also included answering phones and emails, greeting and directing customers and assisting in scheduling and booking. I have also placed orders and have stocked office supplies.
- My organizational skills were strengthened through filling, photocopying, collating and faxing documents as well as preparing and distributing packets and mailings. I've sorted and distributed incoming and outgoing mail and packages.
- I gained valuable training and professional experience while providing an invaluable service to my community. In addition, I gained new leadership skills by supervising groups and individual clerical volunteers.

Questions to Consider When Writing Your Essays:

In addition to the above, how has serving as a Blood Services Administrative Assistant helped you adapt to working independently and as part of a team or helped you further develop your skills using Microsoft Office? Also, what is the most fulfilling aspect of serving in this role? What impact has being a Blood Services Administrative Assistant had on your community? What is your tenure in the role and how does your experience volunteering connect to the Red Cross mission of preventing and alleviating human suffering through the mobilization of volunteers?

Interested in volunteering?

Life's emergencies don't stop, and neither do American Red Cross volunteers, who represent more than 90 percent of our workforce to help prevent and alleviate human suffering. You can make a difference by volunteering in a position that appeals to you and allows you to use your unique skills and talents. The Red Cross relies on generous volunteers who give their time and talent to help fulfill our lifesaving mission. Visit [redcross.org/volunteertoday](https://www.redcross.org/volunteertoday) to learn more, including our most-needed volunteer positions.