

This is a guide only and should be adapted to your industry and circumstances.

Inclusive Resume Writing for Diverse Job Seekers in Social Enterprises

Introduction

Crafting a resume as a diverse job seeker comes with unique challenges and opportunities. Social enterprises prioritise inclusivity and purpose-driven work, making them excellent places to leverage your diverse background and experiences. This guide will help you tailor your resume to highlight your strengths while aligning with the mission-driven nature of social enterprises.

1. Understanding Social Enterprises

Social enterprises are organisations that aim to create social impact alongside financial sustainability. They seek employees who bring diverse perspectives, experiences, and values that align with their mission. Your resume should reflect your ability to contribute both professionally and ethically to these organisations.

2. Highlight Transferable Skills

Many diverse job seekers may come from non-traditional career paths. Instead of focusing solely on job titles, emphasise transferable skills such as:

- Cross-cultural communication
- Adaptability and resilience
- Community engagement
- Leadership in diverse settings
- Problem-solving in resource-limited environments

3. Emphasise Inclusive Language

Your resume should use inclusive and positive language that reflects your unique strengths. Instead of using jargon-heavy or overly technical terms, opt for:

- “Collaborated with diverse teams to drive social impact” instead of “Worked with teams”
- “Advocated for equitable policies” instead of “Managed policy initiatives”
- “Led accessibility-focused projects” instead of “Handled project management”

4. Showcasing Lived Experience and Community Involvement

Social enterprises value personal experiences that inform your work. If you have lived experience relevant to the organisation’s mission, consider including it where appropriate. Highlight volunteer work, advocacy, mentorship roles, or leadership in community-based initiatives.

5. Addressing Employment Gaps Positively

If you have gaps in employment due to caregiving, health, or other personal reasons, frame them constructively. Mention any upskilling, freelancing, or volunteering you did during that time. Example:

- "Took a career pause to provide elder care while engaging in part-time advocacy and professional development."

6. Tailoring Your Resume to Mission-Driven Roles

Many social enterprises focus on a cause such as environmental sustainability, social justice, or education. Tailor your resume to reflect:

- Alignment with their mission (e.g., "Passionate about social equity in education")
- Experience in impact-driven projects
- Measurable contributions to social change (e.g., "Increased accessibility of services by 30%")

7. Using an Inclusive Resume Format

A well-structured resume improves readability and impact. Consider:

- A summary statement that highlights your values and purpose
- A skills section that emphasises transferable abilities
- A section for community involvement and advocacy work

Summary

Your diverse background is a strength, especially in social enterprises where inclusivity and social impact are paramount. By framing your experiences strategically, using inclusive language, and tailoring your resume to purpose-driven work, you can stand out as a candidate who brings both professional skills and meaningful perspectives.