

Resume Guidelines

There is no one right way to write a resume. There are, however, resumes that are more or less effective than others in conveying a positive, meaningful message to a given audience. The following are guidelines, not hard and fast rules. **Be sure to have an expert like a career counsellor look over your resume before you send it out.**

HEADER

- Your full name should be at the top of the resume. Employers should see this piece of information first.
- It is preferred if you include your complete mailing address with zip code, phone number, and e-mail address.

EDUCATION SECTION

- List schools attended (including study abroad) in reverse chronological order. Include institution name, city, state, degree, certificate or course of study, date of completion, and major/concentration.
- Include high school only if you are a first-year or sophomore or if it is highly relevant to your job search.
- State academic grade; either average percentage or Major percentage is acceptable.
- Consider including a brief listing of relevant courses outside your major, including independent coursework, or a listing of special skills (language, computer, etc.) if you think this information merits special emphasis.

EXPERIENCE SECTION

(Can also be broken into two sections: Related Experience and Additional Experience)

- List experience in reverse chronological order (most recent first).
- Include employer name (or organization in which you volunteered, interned, etc.), position title, city, state, dates involved, and accomplishments (in other words: not just duties, but results).
- Use action verbs, key nouns, and adjectives to quantify and qualify your accomplishments, not just responsibilities (i.e., "Created database which could produce lists of target donors"; "Supervised 15 campers, 8 to 12 years old.").
- Where possible, indicate how you progressed in a position or organization (i.e., "Started lawn care business."; "Grew from 2 employees to 13 in three years."; "Grossed \$12,000 last year").

ADDITIONAL SECTION

(Can also be called Skills or Additional Information)

- A multi-purpose section for information of interest that does not merit special emphasis elsewhere in the resume.
- List extracurricular activities here if not already mentioned in education or experience sections

You should consider these resume items when developing your resume:

1. Experience with non-profit organizations

- a. Not necessarily just employment experience, but volunteer and internship experience too.

2. Demonstrated commitment to a particular cause or organization

- a. Many one-time projects may be less impressive than quality work over an extended period of time.
- b. Experience with the specific issue(s) on which the organization focuses.
- c. Increased responsibility over time.

3. Relevant skills and experience

- a. Tailor your resume to the particular organization and job; use your cover letter to highlight your most relevant and transferable skills and experience.
- b. Certain skills are generally valued by all organizations: speaking multiple languages, fundraising and grant-writing experience, publicity and event planning experience.

4. Leadership experience

- a. Leadership does not have to mean starting a new organization. Demonstrate that you have an ability to get the job done and make things happen, especially if it is behind the scenes.
- b. Demonstrate that you have taken initiative to go above and beyond what was expected of you and make sure you highlight the outcome of your accomplishments.

5. Experience working with diverse people/communities/constituencies

- a. Language, communication, and facilitation skills, along with relevant experience in diverse arenas can be a critical addition to a non-profit resume.
- b. Previous international experience is a virtual necessity for careers in the international sector.
- c. Demonstrating cross-cultural competencies that show your ability to adapt well to a new environment, work in a diverse cultural setting, and sensitivity to other cultures and values.

6. Demonstrated Core Competencies/Skills:

- a. Always use action verbs when communicating your skills. While composing your competencies/skills, think about the kinds of universal or transferable skills that apply in any sector:
 - i. **Multitasking:** the ability to do several tasks at once, switch gears quickly, and manage several long-term projects simultaneously.
 - ii. **Showing initiative:** starting a new program, solving a long-standing problem, asking for new responsibilities.
 - iii. **Influence:** getting people to work with you despite not having direct supervision or control over them.
 - iv. **Managing diversity:** bringing diverse groups together and being purposeful about inclusivity.
 - v. **Working under constraints:** limited time, limited finances, and limited staff to accomplish tasks.
 - vi. **Flexibility:** changing direction mid-course in a project based on user feedback.
 - vii. **"Pleasing the masses":** making sure that everyone is happy, not just the people on your team (known as stakeholder management).

- viii. **Fundraising:** ability to call upon individuals and organizations to support your cause/issue; being persuasive and building trust to connect peoples' interests.
- ix. **Social Media:** ability to connect people, issues, and organizations through web-based technology to create an interactive dialogue and the exchange of user generated content.

GENERAL TIPS: DOs <ul style="list-style-type: none">• Check (and double and triple-check) for misspellings and typos.• Keep your resume to one page.• Be consistent with format, writing style, font, bulleting, margins, verb tense use, using a period with bullet points, using bold/caps/underlining for text emphasis, etc.	GENERAL TIPS: DON'Ts <ul style="list-style-type: none">• DO NOT EVER LIE!!• Do not use a font point size less than 11.• Do not state a job objective or put "references available" anywhere on the resume.• Do not leave e-mail addresses hyperlinked or use ampersands (&), especially if sending electronically.
RESUME PRODUCTION <ul style="list-style-type: none">• Keep your margins even and between .75" and 1" by using the tables function or by setting left or right tabs.• Print on clear clean white paper or higher quality paper; avoid irregular paper sizes and colors.• Resumes and cover letters should appear on the same type of paper coordinated with matching envelopes.• Send resumes and cover letters together; if submitting by e-mail include both in same message. SCANNABLE AND ELECTRONIC RESUME GUIDELINES <ul style="list-style-type: none">• Include key nouns and industry jargon—found in the position description, on a company's Web site and in trade publications—that would appear in a keyword search.• If submitting via e-mail, do not format with tables—use tabs only. Save document in the lowest possible version of MS Word, and send as an attachment to your e-mail.• If a hard copy address is provided, send a laser printer quality original of your resume and cover letter too.• For scannable resumes, always use white or light 8.5x11" paper, printed on one side only.• If your resume is likely to be scanned, then avoid the use of horizontal lines, underlining and italics, and don't compress the space between the lines of type.	