

 **JANE SMITH**

Philadelphia, PA ♦ Jsmith@gmail.com ♦ 215-555-1212 ♦ https://www.linkedin.com/in/jane_t_smith
Relocating to Denver, CO in Fall 2017

GRANT WRITING | CORPORATE PARTNERSHIPS | PROGRAM DEVELOPMENT

Urban nonprofit experience as both after school teacher and program manager. Known for ability to quickly and easily navigate between providing hands-on classroom leadership and organizational management. Skilled in grant research, corporate relationships, volunteer engagement and Raiser's Edge data management.

EDUCATION

University of Delaware | Wilmington, DE
B.A., Communications, *Magna Cum Laude*



May 2014

- *Senior Thesis: Impact of Social Media on Nonprofit Sector and Fundraising.* Analyzed findings based on national literature review and focus groups with local executive directors. Presented report to United Way Board and Communication's Department.
- *Relevant Coursework:* Public Service Leadership; Public-Private Partnerships; Nonprofit Management
- *Study Abroad in Peru:* Year-long language and cultural intensive program in rural village

PROFESSIONAL EXPERIENCE

After-School Super Stars | Philadelphia, PA



August 2016 - Present

AmeriCorps Member, Advancement & Programs Departments

- Raised \$7,000 through writing 3 successful grants to community foundations to support expansion of youth programming at three area community centers.
- Brokered 5 new corporate partnerships for in-kind consulting expertise worth over \$25K. Eight executives provided over 100 hours of advice to local nonprofits to improve financial and organizational systems.
- Requested by Executive Director to lead after-school summer program after sudden departure of three key on-site staff members.

Boys and Girls Club | Detroit, MI

August 2014 – July 2016

After-School Teacher

- Designed educational activities and tutoring resources to foster highly interactive classroom environment.
- Incorporated effective teaching tools at an after-school classroom of ever-changing students (ages 5-12) within a high needs community. Consistently received top ratings by director during bi-annual reviews.
- Managed 2 class assistants and 10 parent volunteers. Recruited 5 new parents for classroom support.

COMMUNITY LEADERSHIP

University of Delaware Alternative Spring Break Program, Student Leader



April 2012- April 2014

- Led two trips of 25 students for week-long community service projects in New Orleans including personally raising \$2,500 each year to support the program.

Newark Toys for Tots, Community Partnership Volunteer

December 2011- December 2014

- Raised \$10K annually for in-kind donations from local companies who contributed gifts and volunteer hours

SKILLS

Languages: Spanish (professional fluency)



Technology: Razor's Edge; Salesforce; Microsoft Excel and PowerPoint

Basic Formatting

- There should be a good balance between text and white space to make your resume easier to read
 - Margins: minimum 0.8 inch, maximum 1 inch.
 - Font Size: Size 11 font is preferred but size 10 to 12 is acceptable depending on readability
- Make sure your font is consistent for each section. Do not use more than 3 fonts.
 - Alternative fonts to the overused Times: Ariel, Bell MT, Calibri, Century Gothic, Garamond, Georgia, Helvetica, Lucida Sans, Tahoma, Trebuchet MS, Verdana
- Preferred length is 1 page but do not exceed 2 pages.
 - Create a Master Resume with comprehensive overview then tailor that document for specific jobs.
- Do not list references or “Reference Available Upon Request”. Employers will ask you to submit separately
- Do not use acronyms/abbreviations unless widely known or do something like this:
 - Increased by 25% volunteers for Earned Income Tax Credit (EITC) program by adding two new corporate partners.
 - Wrote curriculum and delivered financial literary trainings at 5 EITC sites. Led 3 workshops weekly, reaching 150 low-income community residents.
- Write resume in third person. Remove any “I” or “We” or “Me”
- Proofread your resume and ask at least 3 others to review for grammatical or format errors
- Save your resume as a PDF with a title like, “Jane-Doe-Resume_Director-After-School-Activities”



Heading

- Should include full name, email (only list one email), phone number (most people list their cell phone)
 - Email address should be an appropriate personal email. Never use one from a current position.
 - LinkedIn address (edit URL to remove all the extra numbers/letters)
 - Don’t waste space by making your name a very large font
- Mailing address is optional but it is common for resumes to list the city and state only
 - Relocation: If you are moving to a new area, include, “Relocating to xx in Spring 2018”
- Never include a photo or other personal information (marital status, social security number, etc.)

Professional Profile

- While not a required element, a professional profile can grab the reader’s attention and set the tone especially since resumes are often always read before the cover letter
- If used, avoid clichéd language and tailor to each position. They often have branding statements to highlight relevant experience and create a strong opening statement
- Profiles can be short (1-2 lines) or longer (1/4 to 1/3 of the page) depending on experience/need



Education

- List near top if you have less than 10 years of experience or your degree is highly relevant
 - If more than 10 years, move education after professional experience
- List in reverse chronological order (most recent degree listed first)
- Include school name, degree title, city, state, and date degree awarded (or expected)
- **Do NOT** list high school if you have graduated college. **DO** list your high school if you haven’t attended college or you attended a highly specialized high school. Only include GPA if you have a 3.0 or higher
- Include relevant educational highlights if it adds value to the story you are telling
- Don’t just have a laundry list of activities and honors without providing context. For example:
 - **DON’T:** Edward T. Jones Scholarship; University Partial-Tuition Waiver; Freshman Leadership Fellowship; Left-Handers Scholarship; High-Jumper’s Society Scholarship
 - **DO:** *Freshman Leadership Fellowship* – highly selective professional development program for 10 freshman (out of a class of 400) for leadership training, community service and 50% tuition waiver.



Professional Experience

- Only include experiences and accomplishments relevant to the job you are applying
- If you have experiences or skills that you want to highlight that are not relevant to the job you’re applying, you can include sections like “Teaching Experience”, “Environmental Conservation Experience” or “Additional Work Experience.” These could also include jobs that show consistent work history but aren’t necessarily aligned to your career path (i.e. food service, retail, manual labor, etc.)
- Use action verbs to describe accomplishments. For example:
 - *Expanded* fundraising base by x% through, *Streamlined* intake process, *Initiated* new program,
- Bullets should usually be no more than 2 lines; the number of bullets under each position will vary depending on how long you were there and what you accomplished
- Focus on results and/or context to tell the story of, “So, what? Who cares? What does it matter?”
- Demonstrate the impact of your work. It doesn’t need to be huge results – focus on how your role was instrumental and quantify if possible
- Include job title, company or organization name, city, state, and dates of employment
- In addition to the traditional style of accomplishments bullets (see sample resume on first page), two additional formats shown below are often used to focus on transferrable skills and accomplishments: **Results/Highlights and Hybrid Functional/Chronological**
- In the examples below, the first position illustrates how to articulate your AmeriCorps experience for broader audiences; the second position demonstrates how to talk about a part-time nonprofit role

HIGHLIGHTS FORMAT

Use this format to highlight specific relevant results you want to draw attention to.

PROFESSIONAL EXPERIENCE

After-School Super Stars | Philadelphia, PA

August 2016 - Present

AmeriCorps Member

During year of national service, concurrently providing key support for advancement, programs and after-school classroom. Supporting expansion of youth programming and redesign of financial/organizational systems for local nonprofits.

Highlights:

- Raised \$7,000 by writing 3 successful community foundation grants.
- Brokered 5 new corporate partnerships for in-kind consulting expertise worth over \$25K.
- Recruited 8 executives - 100+ hours of nonprofits advising related to financial and organizational systems.
- Requested by Executive Director to step in to lead after-school summer program.

Boys and Girls Club | Detroit, MI

August 2014 – July 2016

After-School Coordinator

Created highly interactive and engaging after-school classroom, including managing two class assistants and 10 parent volunteers, within a high needs urban community.

Highlights

- Redesigned several educational activities and tutoring resources to better meet student needs.
- Effectively handled challenging classroom situations with an ever-changing population of students (ages 5-12) and consistently received top ratings by director during bi-annual reviews.
- Recruited 5 new parents for classroom support through creating new, more accessible volunteer opportunities.

FUNCTIONAL/CHRONOLOGICAL HYBRID FORMAT

Use this format to focus on transferrable competencies/skills, especially if your previous/current title isn't directly aligned to the type of positions you're seeking. You can often focus on key terms found in the position description to tailor your qualifications.

PROFESSIONAL EXPERIENCE

After-School Super Stars | Philadelphia, PA
AmeriCorps Member

August 2016 - Present

Advancement

- Raised \$7,000 through writing 3 successful grants to community foundations to support expansion of youth programming at three area community centers.
- Brokered 5 new corporate partnerships for in-kind consulting expertise worth over \$25K. Eight executives provided over 100 hours of advice to local nonprofits to improve financial and organizational systems.

Program Management

- Requested by Executive Director to lead after-school summer program after sudden departure of three key on-site staff members.
- Oversaw all aspects of summer program including coordinating logistics, managing budget and organizing educational/recreational activities.

Boys and Girls Club | Detroit, MI
After-School Coordinator

August 2014 – July 2016

Program Management

- Designed educational activities and tutoring resources to foster highly interactive classroom environment including managing 2 classroom assistants.
- Incorporated effective teaching tools within an after-school classroom of ever-changing students (ages 5-12) within a high needs community. Consistently received top ratings by director during bi-annual reviews.

Volunteer Engagement

- Recruited 5 new parents (for a total of 10 parent volunteers) by creating more accessible ways for classroom engagement.



ADDITIONAL SECTIONS

- Any supplementary sections can be included if they are aligned for the position. Tailor the section titles as well as what is included.
 - Examples: Community Service; Publications; Presentations; Credentials; Professional Training; Leadership; Affiliations; Awards and Honors (this section can be included as bullets in your Education Section if part of your school experience).



SKILLS

- List technical/software and language skills. Do not include personality traits.
- Include proficiency levels if necessary.