

# NONPROFIT POSITIONS RESUME GUIDE



Creating a great resume is your exciting first step to getting a job.

Think of it as an advertisement for yourself—a well-crafted summary of your education, experience and skills—designed to convince the reader to contact you for an interview.

The diagram below highlights some key parts of the resume that you might choose to include. Your resume will likely include a mix of the sections shown.

## Experience Sections:

### RELATED EXPERIENCE:

- ✓ Include this section if you have had related experience similar to the types of roles and organizations to which you're applying. Place your most directly connected experiences at the top of your resume so that employers see those entries first.
- ✓ Consider relevant experiences that you want to highlight. For example, if you're applying to an educational nonprofit, you could highlight your internships or volunteer experience at other nonprofits.
- ✓ Match your skills and responsibilities to the job posting. If you're applying to a program coordinator role, highlight experiences where you had similar responsibilities, such as coordinating tasks or tracking timelines.

### WORK EXPERIENCE:

Highlight on or off campus jobs and part-time or full time positions. Remember to highlight the transferable skills you gained. An example could be your great customer service skills gained through a retail or food service position.

### VOLUNTEER EXPERIENCE:

Include additional volunteer experience that may not directly relate to the positions/organizations that you're applying to in this section.

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POWELL**

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#### EDUCATION

DePaul University | Chicago, IL  
Bachelor of Arts in Sociology | Minor in Women and Gender Studies  
3.3/4.0 GPA

#### WORK EXPERIENCE

**Illinois Housing Coalition** | Community Outreach Intern | Chicago, IL Jun. 2019-Present

- Built community partnerships with organizations to collectively advocate for housing rights, particularly for marginalized communities
- Managed social media accounts to communicate with community residents regarding programming events
- Created and presented a workshop regarding housing rights and benefits to educate residents and assist with applying for housing

**DePaul University** | Nursing Learning Resource Center Assistant | Chicago, IL Aug. 2018-Jun. 2019

- Provided customer service to nursing students regarding the center, media library, and lab resources
- Acquired and maintained knowledge of nursing curriculum, prerequisites, and other nursing-related coursework in order to advise students and program
- Issued audiovisual materials, reference books, reserve materials, and other clinical equipment
- Answered phones for department and directed students to appropriate resources

#### VOLUNTEER EXPERIENCE

**Refugee One** | Volunteer | Chicago, IL Jan. 2019-Present

- Assist recently displaced refugees from Syria of all ages with English language skills to become more fluent
- Help elementary school students with homework assignments pertaining to reading and writing
- Provide information regarding applying to high school in Chicago Public Schools for adolescents

**Relay for Life** | Volunteer | Chicago, IL Mar. 2019-Jun. 2019

- Planned 24 hours of events including speakers, entertainment and activities for over 250 participants in a charity event through the American Cancer Society
- Administered and budgeted \$15,000

#### ACTIVITIES & LEADERSHIP

**Alpha Kappa Alpha Sorority** | Member Jan. 2017-Present

- Facilitate and support fundraising efforts by marketing through emails, flyers, and social media websites for philanthropic and community service efforts

**DePaul Ambassador Club** | Senior Member Sept. 2017-Sept. 2018

- Provided tours of campus to prospective students and their families
- Trained six new ambassadors on delivering campus tours and overnight visit protocol

### LEADERSHIP EXPERIENCE:

Use this to describe your on-campus or community-based leadership experience.



## Other Possible Sections:

### HONORS & AWARDS:

This section includes specific honors or awards; this can also be a line in your education section if you need to save room.

### STUDY ABROAD:

This can be a separate section on its own or you can place it as a line in your education section.

### SKILLS:

Highlight any concrete skills you have in this section (e.g. language, technology etc.).

## Formatting Considerations:

- ✓ You'll want to include an identification section at the very top of your resume followed by an 'Education' section that highlights the degrees you've earned or are currently working on.
- ✓ Each section should list items in reverse chronological order (most recent to oldest).
- ✓ There's more than one way to organize a great resume! Consider ways to organize your resume using different section headers as detailed below.

## Content Considerations:

### Bullet Point Formula: Action Verb + Example + Result



Bad Example: This example doesn't include the entire formula  
Tutored an eighth grade student.



Good Example: This example includes the entire formula  
Tutored an eighth grade student in pre-algebra, using the teacher's curriculum to raise her grade from a C to a B+ over the course of a year.

