**EDUCATION**

**Indiana University**, Bloomington, IN Month Year

O’Neill School of Public and Environmental Affairs

**Dual Degree: Master of Public Affairs/Master of Arts in Arts Administration,** GPA X.XX/4.00

Concentration: Nonprofit Management

**Course Work: (Optional)**

Best practice: List 3-6 diverse and unique courses. Consider highlighting coursework that “fills in the gap” in your work experience. *For example: No experience in fundraising? Highlight current coursework in the fundraising field*

Fund Development for Nonprofit Organizations Grant Writing

Performing Arts Center Management Proposal Development & Grant Administration

**Undergraduate Institution**, City, State Abbreviation Month Year

**Degree Name**

Major: Minor:

**Targeted “Competency Headings” to specify type of experience.**

**Remember to include your practicum experiences.**

**DEVELOPMENT/EVENT/NONPROFIT/MANAGEMENT/LEADERSHIP/ARTS ADMINISTRATION/ RESEARCH/GRANT WRITING/TEACHING/EXPERIENCE**

**Name of Agency or Company 2**, City, State Month Year – Month Year

*Position Title*

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**Name of Agency or Company 1**, City, State Month Year – Month Year

*Position Title* 1 Month Year – Month Year

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

*Position Title 2* Month Year – Month Year

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**DEVELOPMENT/EVENT/NONPROFIT/MANAGEMENT/LEADERSHIP/ARTS ADMINISTRATION/ RESEARCH/GRANT WRITING/TEACHING EXPERIENCE**

**Name of Agency or Company 1**, City, State Month Year – Month Year

*Position Title*

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**DEVELOPMENT/EVENT/NONPROFIT/MANAGEMENT/LEADERSHIP/ARTS ADMINISTRATION/ RESEARCH/GRANT WRITING/TEACHING EXPERIENCE**

**Name of Agency or Company 1**, City, State Month Year – Month Year

*Position Title*

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**FESTIVAL/LARGE SCALE EVENT LEADERSHIP/EXPERIENCE**

**PRIVATE INSTRUCTORS/MASTER CLASS PARTICIPATION/TRAINING WITH SCHOLARS**

**JURIED EXHIBITIONS/GALLERY EXPERIENCE**

**ENSEMBLES/PERFORMANCE/CONDUCTING EXPERIENCE**

Note: In most cases you will not need to list performance experience unless the job description explicitly lists performance experience as an element of the application. For example – administrative positions in conservatories sometimes include performance background as an element of the job qualifications.

**INTERNATIONAL/DIVERSITY, EQUITY AND INCLUSION (DEI)/CULTURAL EXPERIENCE**

Study Abroad in Poland: Urban Problems and Solutions in Poland March 2022

Short-term international experience in Poland

**TECHNICAL SKILLS /CERTIFICATIONS/ LANGUAGES**

*\*These are examples provided as a reference as you write your own*

Proficient in RStudio, Python, SQL, SAS, Tableau, Salesforce and Airtable

Diversity, Equity and Inclusion Certificate, O’Neill School of Public and Environmental Affairs

**VOLUNTEER EXPERIENCE or COMMUNITY PARTNERSHIPS**

Optional category. Valuable for nonprofit, community advocacy and outreach positions, etc.

**PUBLICATIONS**

\*Name of publication in APA format. Include published works as well as works submitted for publication.\*

Stacia S. Ryder & Patrick Devine-Wright (2021) Environmental justice implications and conceptual advancements: community experiences of proposed shale gas exploration in the UK, Environmental Politics, DOI: [10.1080/09644016.2021.1996728](https://doi.org/10.1080/09644016.2021.1996728)

Griff, I.T., Jones, R.J., Kyle, P.A., Sanders, D.A., and Science, J.A., (2008) Green Energy Implications for South Texas: Renewal Energy Forms Case Study. Environmental Case Studies. 184(3), 332-5.

**PRESENTATION**

\*Name of presentation. name of conference, date of presentation

“Building Key Performance Indicators to Measure Consumer Behavior and Energy Use among Rural Indiana Cooperatives”, National Environmental Justice Conference, Washington DC, 2020