Interested in a job in the world of non-profits? Awesome! Non-profits make up over [12 million](https://www.bls.gov/opub/ted/2018/nonprofits-account-for-12-3-million-jobs-10-2-percent-of-private-sector-employment-in-2016.htm) jobs throughout the United States! This resource is meant to help give you tips on how to improve your resume for non-profit jobs. If you are interested in other areas of public policy, including local, state, and federal government careers and many other areas, make sure to check out the [Policy, Service, and](https://oneillcareerhub.indiana.edu/channels/policy-service-advocacy/) [Advocacy Career Community page.](https://oneillcareerhub.indiana.edu/channels/policy-service-advocacy/) You also can stop by to our Career Studios, which are normally open Monday-Friday 10-4.

# 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 information 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.

# 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.

1. Remember: Action Verb + project/task + result (qualify and quantify specifics) is one of the best ways to write out your work experience bulletin points.
2. Bad Example: Tutored an eighth-grade student.
3. Good Example: 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.

# Volunteer Experience:

There are many reasons to include volunteer experience, but you need to make sure you do it effectively. Reasons to highlight volunteer experience:

1. Provides information on transferable skills when your changing careers or don’t have direct work experience that relates to the position you’re applying for.
2. Great way for recent college graduates to add to your resume valid work experience.
3. Non-profits value volunteers and the work that is done through volunteers.

# Leadership Experience:

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

1. If a general member, make sure to include committees or ways that you made an impact as a general member.
2. If an officer within the organization, make sure to highlight that position and ways you were an effective leader. Also, great to include any accomplishments and achievements done while holding that position.

# Other Possible Sections:

1. **Relevant Experience:**
   1. Include this section if you have had related experience like 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.
   2. 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.
   3. 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.

# Honors & Awards:

* 1. This section includes specific honors or awards; this can also be a line in your education section if you need to save room.
  2. Depending on space and the relevance of the award, adding a brief description of the award can be useful to those reading it.

# Study Abroad:

* 1. This can be a separate section on its own or you can place it as a line in your education section.
  2. I would suggest highlighting this experience in your resume, cover letter or an interview because of the skills picked up during your time study abroad.