

SP2 SAMPLE RESUMES

FOR STUDENTS INTERESTED
IN MACRO CAREERS

John G. Smith

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EDUCATION

University of Pennsylvania, Philadelphia, PA

Master of Social Work (MSW), Macro concentration, expected May 2015

Relevant Coursework: Building Community Capacity, Social Welfare Policy, Sanctuary for Social Learning, Program Evaluation, Strategic Planning & Resource Development, Human Sexuality

Hope College, Holland, MI

Bachelor of Arts in Social Work and Religion, May 2014

EXPERIENCE

Housing Alliance of Pennsylvania, Glenside, PA

Social Work Intern

June 2014 - Present

- Develop statewide directory of housing and homeless coalitions throughout Pennsylvania
- Plan and coordinate Inclusive Communities Conference for Southeast Pennsylvania
- Collect data concerning the number of individuals on waiting lists for HUD Section 8 and Public Housing throughout Pennsylvania
- Aided in educating and advocating for better housing conditions in PA
- Served as member of and office liaison to the Vote for Homes Coalition, developed by Project H.O.M.E.

Heartside Ministry, Grand Rapids, MI

Social Work Intern

August 2013 - April 2014

- Co-facilitated a community advocacy group with homeless and low-income members of the Heartside neighborhood
- Developed and facilitated cultural movie forums for community members
- Connected community members to resources
- Counseled Heartside residents informally
- Researched the community policing practices of the Grand Rapids Police Department, as well as alternative sentencing in the Drug Court of Grand Rapids
- Served as member of the Restorative Coalition, which works seeks alternative initiatives to typical criminal retribution

The Pittsburgh Project, Pittsburgh, PA

Worksite Staff Coordinator

Summer 2012 - Summer 2013

- Served as a liaison between low-income and/or elderly homeowners throughout Pittsburgh and The Pittsburgh Project, which provides free home repairs
- Facilitated worksite groups, consisting of young adults and leaders, that assisted in repair services

Hope College Office of Admissions, Holland, MI

Tour Guide/Student Recruitment

August 2011 - April 2014

- Led tours of Hope College to prospective students and their parents
- Assisted in the recruitment process, calling prospective students and serving as a school representative on an informational panel

LEADERSHIP AND COMMUNITY ACTIVITIES

University of Pennsylvania School of Social Work Student Council, Philadelphia, PA

Advanced Standing Representative

August 2014 - Present

- Initiated the position of Advanced Standing Representative
- Served as part of planning group for Penn's annual Martin Luther King, Jr. commemoration

Hope College Human Sexuality Taskforce, Holland, MI

Student Body Representative

August 2012 - April 2014

- Planned and coordinated events for healthy body image forums
- Helped develop the "Human Sexuality Roundtable," a campus group that provides a safe place for campus community members to openly discuss sexual issues

Special Education Ministry, Holland, MI

Volunteer/Partner

September 2012 - May 2014

- Mentored developmentally disabled men and women in group and one-on-one activities

Street Life Ministries, Queens, NY

Urban Service Trip Leader

November 2012 - March 2013

- Planned, coordinated and led a trip to assist people throughout New York City. Trained and equipped twelve college students to participate in this trip.

Caribbean Christian Centre for the Deaf, Montego Bay, Jamaica

Relief Worker

March 2012

- Built and repaired facilities at a school for deaf children. Provided temporary aid to workers and supervised children's activities

Center for Student Missions, Nashville, TN

Service Volunteer

March 2011

- Served low-income Nashville residents at venues such as elder-care centers, Nashville Cares (an AIDS advocacy organization), and soup kitchens

SKILLS

- Microsoft Word, Excel, PowerPoint, and Access
- Basic Spanish speaking skills

Robert W. Student

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EDUCATION

University of Pennsylvania, School of Social Policy & Practice, Philadelphia, PA May 2019
M.S., Nonprofit Leadership

Curriculum integrates strategic planning, finance, group dynamics, and social policy with leadership development.

Honors: Emerging Leaders Award, Ann Reese Nolan NPL Leadership Scholarship

Syracuse University, Syracuse, NY May 2013

B.A., Summa cum Laude, Policy Studies and French

Concentration: Health, Human Service, and Education Policy; Minor: Political Science

Honors: Phi Beta Kappa, Syracuse Honors Society, National Society of Collegiate Scholars, Golden Key Honor Society

EXPERIENCE

Wachovia Regional Foundation, Philadelphia, PA October 2018-April 2019

Leadership Practicum - Graduate Intern

- Reviewed proposals for community planning and implementation grants
- Drafted funding recommendations for the WRF Board of Directors
- Participated in site visits and meetings with grantees, and planned meetings and special events

Work, Achievement, Values & Education (WAVE), Inc., Washington, DC August 2015-August 2018

Program Development Specialist

- Developed relationships with individual, foundation, corporate, and government donors/partners and potential donors/partners. Helped raise \$2,204,602 over three years.
- Researched, prioritized, and recommended potential funding opportunities. Increased grant revenue from foundations and corporations for three consecutive years.
- Wrote and edited reports to funders, fundraising appeals, and letters. Helped increase the number of individual donors by 70% in my first year and by 92% over my three-year tenure.
- Responded to funding proposals. Increased and sustained partnerships between WAVE and multiple local government agencies, private funders, as well as two local schools resulting in three years of new after school and summer programming for 250 Latino newcomer youth.
- Supported and maintained communications systems, including CRM database Salesforce. Helped populate database with 5,000+ donor prospects, donors, corporate and foundation contacts, teachers, youth development professionals, and youth.
- Managed variety of development, marketing, and administration tasks for the organization and for special events such as the annual WAVE Education Golf Classic. Total revenues increased by 61% (and net income by 57%) during my three-year tenure.
- Hired, managed, and provided daily guidance for up to 5 interns throughout the year.

Points of Light Foundation, Washington, DC July 2014-August 2015

Program Associate, Knowledge Management and Product Development

- Project Manager for development and dissemination of tools and products to support constituent and market needs within Foundation
- Liaison with the Knowledge Management and Product Development unit in designing the product development process
- Served as internal consultant to both internal and external clients, including vendors and partner organizations

Saint Gabriel's College, Bangkok, Thailand
English Instructor (Primary)

May 2013-May 2014

- Prepared lesson plans, examinations, homework, and class work assignments
- Served as service project assistant, summer camp instructor, and volunteer for school charity events
- Provided after-school tutoring
- Served as volunteer at government-run orphanage for children infected with HIV/AIDS

VOLUNTEER AND LEADERSHIP EXPERIENCE

DC Council of Big Brothers Big Sisters, Washington, DC
Founding Member and Vice-President, Fundraising

May 2017-Present

- Organized group events for Bigs and Littles in Washington, DC
- Solicited support for the volunteer-led council from corporate donors
- Co-chaired monthly meetings

Big Brothers Big Sisters of the National Capital Area, Washington, DC
Mentor

May 2015-Present

DC Children and Youth Investment Trust Corporation, Washington, DC
Grant Reviewer

June 2019

Youth Service America, Washington, DC
Grant Reviewer

February 2018

SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Salesforce (CRM database)
Fluent in French, literate in Spanish

INTERNATIONAL STUDY/TRAVEL

Strasbourg, France – Syracuse University Study Abroad Program (Spring 2012)

Volunteered in bilingual kindergarten, Jardin des Enfants Globalization Seminar (Summer 2012)

Studied banking, fashion, and commercial industries in Western Europe Asia – Thailand, Vietnam, Cambodia, Hong Kong, India, and Nepal (2013-2014)

Amy L. Policy

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EDUCATION

University of Pennsylvania, School of Social Policy & Practice

Master of Science, Social Policy, GPA: 3.7

MSSP Governance Committee Student Representative

Philadelphia, PA

May 2016

University of Connecticut, College of Liberal Arts & Sciences

Bachelor of Arts, Political Science/Bachelor of Arts, Sociology, GPA 3.85

Honors: Magna Cum Laude; 2010 Political Science Excellence; New England Scholar 2008; Phi Beta Kappa; Kappa Alpha

Theta; Pi Sigma Alpha

Storrs, CT

May 2015

Palazzo Rucellai

Arts & Humanities Program, GPA: 4.0; Global Scholar Award 2014

Florence, Italy

Summer 2014

LEGISLATIVE/POLICY EXPERIENCE

Development and Project Manager

DC School Reform Now (DCSRN)

August 2016-Present

Washington, DC

- Build and manage donor portfolio, increase of donor involvement and identify factors that drive revenue growth
- Develop strategic plans, program budgets, fundraising goals and measures of success in collaboration with Executive Director and Board members
- Manage all development operations, including creation of development database, pledge and gift tracking, collection, processing, and grant reporting and three-year funding plan
- Produce high-quality written donor communications including letters of intent and proposals
- Support Executive Director in developing and managing regional Board and related meetings
- Create and implement evaluations to measure organizational success
- Track, analyze, and report program data, including qualitative and quantitative measures
- Coordinate, plan, and host major fundraising events
- Manage organization and project budgets

Early Childhood and Family Economic Success Intern

National League of Cities: Institute for Youth, Education and Families (YEF)

May-August 2016

Washington, DC

- Cultivated partnerships with federal agencies, national associations, state municipal leagues, and other non-profit organizations
- Supported efforts to provide technical assistance to cities including specialized research ,
- Provided support to the “Bank on Cities” initiative, which connects low-income families with financial services, savings campaigns, and public benefits.
- Monitored activities related to the Poverty Reduction Peer Network, a network of 25 city officials and their partners working locally to reduce poverty
- Planned webinars, conference calls, and in-person meetings related to project activities
- Produced articles for the Nations Cities Weekly publication and YEF newsletters, developed case studies and best practice materials

Events Coordinator

Fedele for Governor 2014

January-August 2014

West Hartford, Connecticut

- Organized and planned election events for the 2014 Connecticut gubernatorial candidate
- Prepared and coordinated distribution of legislative and election updates
- Managed public relations bookings and media appearances

Staff Assistant

Office of the Lieutenant Governor

January-May 2014
Hartford, Connecticut

- Researched prominent policy issues in the State of Connecticut
- Conducted published research for the National Lieutenant Governors Association
- Observed and took notes at Senate Meetings

OTHER PROFESSIONAL EXPERIENCE**Receptionist**

The Center for Allergy, Asthma & Immunology

January 2009-August 2013
Waterbury, Connecticut

- Supervised new employees in training
- Managed day-to-day operations of the offices

Legal Assistant

Cicchetti, Tansley & McGrath, LLP

Summer 2012
Waterbury, Connecticut

- Managed and maintained client information within the computer system
- Revised contracts and assisted paralegals in writing and sending letters to clients



SP2 RESUME CHECKLIST

FORMAT

- Your margins are at least 0.65" on all sides and your font size is at least 10pt
- Your section headers are all spelled correctly (Spellcheck does not automatically check words in ALL CAPS)
- You have provided your degree ("Candidate for Master of Social Work", "Candidate for Master of Science in Social Policy", "Candidate for Master of Science in Non-Profit Leadership", for example)
- You have included cities and states for each experience in all sections, and formatted them consistently. (Make sure locations are listed in the same place for each experience in every section, and use two-letter state abbreviations)
- All your experiences have dates – including months or seasons – and are formatted consistently (Be especially mindful of alignment, spacing, how you abbreviate months, and dashes: – versus -)

ORGANIZATION

- Your "Education" section is listed before your Experience section(s)
- You've strategically targeted your audience in your "Experience" sections when applicable (e.g. "Social Work Experience," "Research Experience", "Relevant Experience")
- Your experiences are listed in reverse-chronological order (most recent at the top of each section)
- There is a dedicated section for relevant skills (including foreign languages) and if applicable, interests.

CONTENT

- When applicable, you have listed relevant coursework, providing specific course names instead of numbers
- You begin all phrases with precise, active resume verbs and omit passive or vague phrasing
- You note relevant contextual information such as specific populations or issues that were engaged, as well as specific clinical or research methods used in your work.
- When applicable, you have indicated results or impact from your work in a way that aligns with the specific position and type of work
- You along with a friend, family member, or someone else have proofread for typos

CAREER SERVICES RESOURCES



Handshake

Penn's student/employer interface with access to events and appointments with career advisors



Penn Career Services Website

Find resources for every step of the job search process. Sign up to receive customized newsletters with events and opportunities



Social Work & Human Services Community Page

On the Career Services website, this community page posts jobs, news, and resources for those working in the field of social work and human services

HAVE MORE QUESTIONS
ABOUT YOUR RESUME?

MAKE AN APPOINTMENT
WITH A CAREER ADVISOR!