

# 10 RESUME TIPS

## For Non-Profit Job Seekers



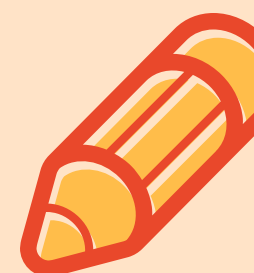
### 1 FOCUS ON CULTURE FIT

Nonprofits look beyond specific skills and qualifications; they are particularly interested in how a candidate is going to fit within their unique organizational culture. Therefore, a good nonprofit resume will include key personality traits and a connection to the organization's mission as a first step in demonstrating culture fit.



### 2 OPT FOR CHRONOLOGICAL

There are generally two distinct resume formats: functional and chronological. Functional resumes highlight skills over employment history. Chronological resumes present information using a timeline approach. Chronological resumes are generally the best choice, as they illustrate job growth, are easy to follow, and don't require the reader to hunt for basic information like specific places of employment or dates employed.



### 3 TAILOR YOUR RESUME!

Don't take a one-size-fits-all approach with your resume. Tailor your resume for every job application. This includes mapping your past experience to the specific requirements outlined and using key words and phrases from the job description, as well as demonstrating your value for the organization's mission.



### 4 CONNECT TO THE MISSION

As noted above, nonprofits are looking for evidence of your connection to their mission in all parts of your application. Be sure to list all past experience, paid or volunteer, that you have with organizations working in a similar mission area.



### 5 AVOID JARGON

Even if you're applying for position with a similar mission as your last position, don't assume that everyone uses the same terminology. Focus on the results of your work with clear statements rather than trying to impress using jargony language.

### 6 HIGHLIGHT ACCOMPLISHMENTS

Use data to show exceptional results, such as specific amounts of funds raised or specific goals accomplished. Use action verbs to describe what you accomplished.

### 7 CHOOSE YOUR WORDS WISELY

Use active language, write in a style that is easy to follow, and avoid including irrelevant information; as you re-read your resume, make sure that every single word is important to the message that you are trying to communicate.

### 8 KEEP IT SIMPLE!

Your format, that is. Do not use excessive fonts, styles, or colors that can be difficult to read or distracting. Rule of thumb is to keep your resume to 1 page and use a font no bigger than 12pt.

### 9 UPDATE YOUR CONTACT INFO

Be sure you include an updated phone number and e-mail address. Your e-mail address should be professional (your future employer doesn't want to know what your bae calls you!) and that your outgoing voicemail message is appropriate.



### 10 PROOFREAD, PROOFREAD, PROOFREAD!

Don't rely on your computer's spellcheck! Be sure at least 2 people review your resume and give you feedback. And remember to keep internet speak ... on da internetz. Your resume should reflect your most professional self.

