

FIRST NAME LAST NAME

City, State

Phone Number

emailaddress@provider.com

www.linkedin.com/in/yourprofilenamehere/

EDUCATION

Bachelor of Arts in Nonprofit and NGO Studies, December 20XX

Northern Illinois University, DeKalb, IL

Capstone Project: An Examination of Demand for Unemployment Services in Rural Illinois

- Summarized 12 academic articles on unemployment services provided in the U.S.
- Developed a questionnaire and interview to determine need for services
- Gathered and analyzed data from more than 50 service providers in 20 rural counties in Illinois
- Conducted structured interviews with 15 service providers
- Presented to peers and instructors using excellent public speaking skills

RELEVANT COURSEWORK

Community Organizations in a Digital World

Nonprofits and Community Engagement

Bureaucracy and the Public Policy Process

Campaign Strategies and Development

Public Service Leadership

Organizing for Social Action

WORK EXPERIENCE

Resource Development Intern, Kendall County Habitat for Humanity, Yorkville, IL, June 20XX-

August 20XX

- Collaborated with full-time staff to plan and implement a fundraiser event at a local restaurant, resulting in more than \$500 raised
- Updated a list of more than 200 potential donors with contact and email information
- Wrote a grant proposal for \$50,000 in funding from the federal government for local housing developments
- Developed a social media campaign with Facebook, Twitter, LinkedIn, and Instagram accounts, resulting in an increase of 200+ new followers in a three-month period

VOLUNTEER WORK & STUDENT ACTIVITIES

Treasurer and Active Member, Alpha Phi Omega, Northern Illinois University, August 20XX-

Present

- Oversee a budget of more than \$3000 by collecting dues, paying expenditures, and tracking the budget in an Excel file
- Conduct more than 15 hours of community service each semester at sites like the YMCA, United Way, and Tails Humane Society

Volunteer, Habitat for Humanity, Rockford, IL, August 20XX-Present

- Led a team from Alpha Phi Omega to participate in Habitat for Humanity for one weekend day each semester for four semesters

SKILLS

Microsoft Office (Word, Excel, PowerPoint)

Grant Writing