

We included a summary of qualifications because this student had many years of experience and impressive, quantifiable accomplishments. We also wanted to provide a brief snapshot of this student's priorities and commitment.

NAME NAME
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**FUNCTIONAL RESUME
(EXPERIENCED STAFF)**

SUMMARY OF QUALIFICATIONS

Commitment to lower-income educational issues as evidenced by 15 years of progressively responsible non-profit leadership roles and public service. Initiated efforts to address these issues by running for public office, fundraising and providing leadership development and academic counseling to nearly 2000 underserved students. Managed alumni fundraising campaigns and events with 53-70% participation rates. Experienced supervisor, managing budgets of over \$3 million and 28 staff.

SKILLS AND EXPERIENCE

In functional resumes, create skill headings that encapsulate your main skills.

NON-PROFIT MANAGEMENT AND SUPERVISORY SKILLS

- Supervised staffs of varying sizes, from 6 to 28, providing leadership development, academic counseling and college guidance to academically gifted low-income Black, Latino and Asian students from 5th grade through college.
- Managed budgets from \$1.7 million to \$3 million.
- Established relationships with key external constituencies to expand services for students' academic and personal counseling needs, e.g. coordinated with other nonprofit organizations to ensure that students received travel scholarships.
- Initiated programs for student leadership development opportunities and career exploration including creation of first Summer Jobs Bank.
- Chaired student committee launching Students Advocating for Young Children (SAYC), a child advocacy group led and staffed by students.

FUNDRAISING/DEVELOPMENT SKILLS

- Served as first executive staff member leading alumni affairs office, serving the largest and fastest-growing constituency of the organization.
- Implemented and led various alumni giving and political fundraising campaigns, with 53-70% participation rates and raising as much as \$96,000 in one campaign.
- Served as staff representative responsible for identifying and helping alumni/ae who lost a parent as a result of attacks of 9/11. Managed organization's financial and personal assistance to these alumni/ae.

EVENT MANAGEMENT SKILLS

- Created and managed alumni community-building events such as Professional Networking Receptions, Alumni Visitation Day, Contingent Reunions, and monthly social gatherings for 1,057 college graduates.
- Managed staff and teachers during 16 separate three-night/four day leadership development retreats.
- Developed and supervised planning of 11 week-long overnight college trips for 150 high school students.

COMMUNITY ACTIVISM AND POLITICAL ORGANIZATION SKILLS

- Ran for political office against nine-term incumbent of New York State Assembly to represent District of the NYS Legislature.
- Overcame political machine's effort to block placement on ballot for Democratic primary.
- Finished 2nd in three-way race.
- Initiated and aired public access television show featuring discussion of important issues including leadership development, school over-crowding, election reform and fire safety.
- Conducted and aired exclusive one-on-one interview with former NY Governor Mario Cuomo.
- Served as Special Assistant to Democratic Party Chair for New York State Assembly, acting as liaison between him and his three offices (Albany office and two Bronx offices).

Under skill headings, include relevant experiences but generalize them into succinct, overarching statements that quantify results whenever possible. Generally, do not include specific details on employers or projects.

NAME NAME

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EMPLOYMENT HISTORY

PREP FOR PREP, New York, NY

Deputy Executive Director for Alumni/ae Affairs 2003 - 2004
Deputy Executive Director for Leadership Development 2002 - 2003
Deputy Executive Director for Leadership Development & Alumni/ae Affairs Division 1999 - 2002
Director of Leadership Development & College Guidance 1998 - 1999

Always put your name on additional pages of your resume or CV!

NEW YORK STATE ASSEMBLY

Candidate for 79th Assembly District, Bronx, NY 1997 - 1998
Special Assistant to Democratic Party Chair for 1996 - 1997

In functional resumes, specific details on work history such as employer, title and dates of employment, are summarized in list format after skill headings.

PREP FOR PREP

Director of Leadership Development 1990 - 1996
Coordinator of Leadership Development Activities 1989 - 1990

ACTIVITIES/AFFILIATIONS

Publications: Author of the epilogue, **Be The Dream: Prep for Prep Graduates Share their Stories**

2003. Gary Simons, et al. Algonquin Books of Chapin Hill

Harvard Journal of Hispanic Policy, Volume 17, 2004-05. Book review of *Boricuas in C*
Puerto Ricans and the making of Modern New York City.

Hotchkiss School, Lead Agent for 2005 Annual Fund & 20th Reunion Drive, Class

First Alumnus to serve on Prep for Prep's Board of Trustees, 1996-2003.

Endorsed for State Assembly by El Diario/La Prensa, the nation's largest Spanish

New York University Service Award 1993. Selected by NYU's undergraduates for service

The Hotchkiss School Alumni Association Community Service Award Winner, 1993

First Recipient of the Prep for Prep ALUMNI PRIZE, 1989

Including headings such as Activities is optional but it is a good way to show that you are well rounded and committed to your community or various causes.

EDUCATION

HARVARD UNIVERSITY, Cambridge, MA

Graduate School of Education

Master of Education, Education Policy and Management, June 2006

HARVARD UNIVERSITY, Cambridge, MA

John F. Kennedy School of Government

Master in Public Administration, June 2005

Methodical Areas of Concentration: Leadership and Strategic Management and the Mobilization of Support

PRINCETON UNIVERSITY, Princeton, New Jersey, B.A., Politics, 1989

Although in many cases we'd suggest putting education first (since that is what students have done most recently), we chose to place it last since this is a functional resume and we're focusing on the student's many years of experience.