

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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 Cambridge, MA 02138  
 555.555.5555  
 name@gse.harvard.edu

**HYBRID 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.

**NON-PROFIT LEADERSHIP EXPERIENCE**

In a hybrid resume, strategically order your work history into categories of experience to target your background to the position's qualifications and to more effectively "sell" yourself.

**PREP FOR PREP, New York, NY**

Held positions in leadership development organization which identifies intellectually-gifted and Asian 5<sup>th</sup> and 7<sup>th</sup> grade students from NYC public schools, prepares them academically for private schools. After providing academic counseling and leadership opportunities over 5 years, Prep helps place each student in a top college and works with them through graduation. (Prep for Prep.org)

**Deputy Executive Director for Alumni/ae Affairs**

2003 - 2004

- Served as first executive staff member leading alumni affairs office, serving the largest and fastest-growing constituency of the organization.
- Led Ninth Alumni Giving Campaign committee, raising over \$96,000 from 53% of our college graduates.
- 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.
- Oversaw production of *Prep Alumni Monthly* newsletter.

**Deputy Executive Director for Leadership Development**

2002 - 2003

- Supervised 14 full-time staff members in delivering academic counseling, college guidance, public policy internship and employment to over 450 high school students.
- Managed budget of over \$ 1.7 million.
- Built relationships with NYC independent school administrators to manage cooperation on personal and college guidance issues.
- Managed staff and teachers during 16 separate three-night/four day leadership development events.
- Developed and supervised planning of 11 week-long overnight college trips for 150 high school students.
- Managed relationships with other nonprofit organizations to ensure that students received

Generally, it's a good idea to list your employers and titles on the left hand side since that is the most important information and people tend to scan the left side of the page first. Place dates of employment on the right side.

**Deputy Executive Director for Leadership Development & Alumni/ae Affairs Division**

1999 - 2002

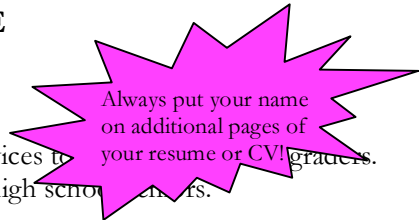
- Managed division of 28 staff members providing leadership development and academic counseling services to 400 10-12<sup>th</sup> graders and over 600 undergraduates.
- Managed budget of over \$3 million.
- Served as staff representative responsible for identifying and helping alumni/ae who lost a parent as a result of attacks of 9/11. Managed organization's financial and personal assistance to these alumni/ae.

**Director of Leadership Development & College Guidance**

1998 - 1999

- Managed staff of eight full-time staff members.
- Served as head guidance counselor for 140 high school seniors on college application process.
- Managed relationships with over 40 independent schools college guidance officers to work collaboratively.

In hybrid resumes, order your work history chronologically under each experience category.



**Director of Leadership Development**

1990 - 1996

- Supervised six employees providing leadership development services to 11<sup>th</sup> and 12<sup>th</sup> graders.
- Directed college guidance counseling for 150 day and boarding high school students.
- Created and led Prep's first Alumni/ae Giving Campaign.
- Led first six Alumni/ae Giving Campaigns and achieved participation rates above 70% each year.

**Coordinator of Leadership Development Activities**

1989 - 1990

- Hired as first staff member to design leadership development projects and opportunities for students.
- Created first Summer Jobs Bank allowing 11<sup>th</sup> and 12<sup>th</sup> graders to earn summer funds and explore career options.
- Chaired committee launching Students Advocating for Young Children (SAYC), a child advocacy group led by students.

**PUBLIC SERVICE EXPERIENCE**

**NEW YORK STATE ASSEMBLY**

1997 - 1998

**Candidate for 79<sup>th</sup> Assembly District, Bronx, New York**

- Ran for political office against nine-term incumbent of New York State Assembly to represent the 79<sup>th</sup> Assembly District of the NYS Legislature.
- Overcame political machine's effort to block placement on ballot for Democratic primary.
- Finished 2<sup>nd</sup> in three-way race after raising \$75,000.
- Initiated and aired public access television show featuring discussion of important issues including economic development, school over-crowding, election reform and fire safety.
- Conducted and aired exclusive one-on-one interview with former NY Governor Mario Cuomo.

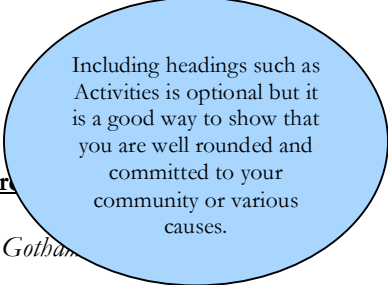
**NEW YORK STATE ASSEMBLY**

**Special Assistant to Chair of the Democratic Party**

1996 - 1997

- Hired by Bronx Democratic Party Chairman to serve as ongoing liaison between him and his three offices (Albany office and two Bronx offices).
- Managed Chairman as he attended to daily commitments and tasks.

**ACTIVITIES/AFFILIATIONS**



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

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

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

**Hotchkiss School, Lead Agent** for 2005 Annual Fund & 20<sup>th</sup> Reunion Drive, Class Agent, 2002- present.

**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 language daily newspaper.

**New York University Service Award** 1993. Selected by NYU's undergraduates for service to NYC Latino students.

**The Hotchkiss School Alumni Association Community Service Award Winner**, 1993

**First Recipient of the Prep for Prep ALUMNI PRIZE**, 1989

**EDUCATION**

**HARVARD UNIVERSITY**, Cambridge, MA

**Graduate School of Education**

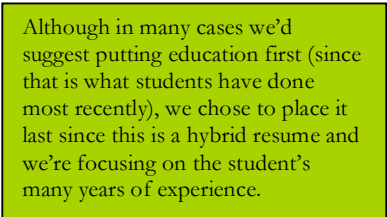
Master of Education, Education Policy and Management, June 2006

**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