

NAME

Phone # Email LinkedIn/Website

“Networking Brief”: As you plan to reach out to alumni and other professional contacts, consider providing examples of your most relevant qualifications as well as positions, companies, and topics of interest. This can serve as a “resume companion” (see template below). Additional strategies:

- Find alumni and professional connections through resources such as [LinkedIn](#), [Irish Compass](#), the ND [Alumni Directory](#) and [Clubs](#), and the Center for Career Development [Regional Engagement Team](#).
- Leverage resources and strategies through the process of [“Informational Interviewing”](#)
- Use career [assessment tools](#) such as [Imagine Ph.D.](#), [My IDP](#), and [Pathway U](#) to help with guided reflection and research of [career options](#) to help fill out the page.

PROFESSIONAL SUMMARY

- [How to Write a Summary that Stands Out](#) (bullet-points or short paragraph)

KEY SUCCESSES

- *Examples of important successes*
 - [Strong Action Verb](#) + Relevant Details (Who, How, What, Where, When) + Result/Impact
 - Explain the impact you had. Where did YOU make a difference? Be specific, use numbers, stories to ILLUSTRATE your qualifications
- Led sales efforts, partner engagement, and program design for corporate executive training programs which resulted in \$300k in new business
- One of 12 individuals selected for national leadership training program. Program prepares high potential individuals for cross-sector and public service careers through consulting engagements at diverse organizations throughout NYC. Developed competencies in facilitation, stakeholder management, project presentations, and data management
- Developed inaugural customer relationship management system for grassroots nonprofit serving undocumented Latinx day laborers. Implementation of EveryAction enabled organization to improve programmatic outcomes and increase fundraising

WORKSTYLE

- *Describe your working style*
- Collaborative team player, skilled at building common purpose and trust
- Solution-oriented contributor, able to solve complex problems through keen analysis

SPECIAL SKILLS

- *Skills or competencies that you bring*
- Fluent in spoken and written Spanish
- Savvy social media manager
- Skilled facilitator and conflict mediator
- Proficient in statistic and data analytics software (e.g., Tableau, Excel, example)

TARGET ROLE

- Project Manager
- Special Assistant
- Legislative Aide
- Field Operations Director

TARGET INDUSTRY

- Non-profit
- Management Consulting
- Educational Policy
- Public Healthcare
- Urban Planning and Housing

TARGET COMPANIES

- Social justice and advocacy oriented
- Start-up/Entrepreneurial
- Large, Global For-Profit
- Local government