



HARVARD
GRADUATE SCHOOL OF EDUCATION

CAREER SERVICES OFFICE



RESUME SAMPLES

Attached are sample resumes that will help you as you create your own resume. There are 3 versions of two different resumes – the first collection is for a person with more senior-level experience. The second set features a resume of someone with fewer years in the professional world. They appear in the chronological, hybrid and functional formats (see our Resume Quick Tips for more information on the 3 different styles). For further assistance with crafting your resume, please make an appointment with Career Services.

For more information, contact Career Services -
617.495.3427
cso@gse.harvard.edu
www.gse.harvard.edu/about/administration/careers/
1 Longfellow Hall

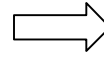
**CHRONOLOGICAL RESUME
(EXPERIENCED)**

NAME NAME

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

EDUCATION

HARVARD UNIVERSITY, Cambridge, MA
Graduate School of Education
Master of Education, Education Policy and Management, June 2006



In chronological resumes, we generally suggest placing your education first since that is what you have been doing most recently.

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

PROFESSIONAL EXPERIENCE

PREP FOR PREP, New York, NY 1998 - 2004
Held increasingly responsible positions in leadership development organization which identifies intellectually-gifted low-income Black, Latino and Asian 5th and 7th grade students from NYC public schools, prepares them academically, and places them in top private schools. After providing academic, leadership and leadership opportunities over of 5-7 years, Prep helps place each student in a top college and works with them through graduation from college. (Prep for Prep.org)

List your work history in reverse chronological order.

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.

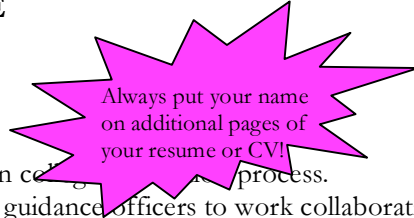
Deputy Executive Director for Leadership Development 2002 - 2003

- 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 programs.
- 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 employment opportunities.

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 10-12th 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.

NEW YORK STATE ASSEMBLY

1997 - 1998

Candidate for 79th Assembly District, Bronx, New York

- Ran for political office against nine-term incumbent of New York State Assembly to represent the 79th Assembly District of the NYS Legislature.
- Overcame political machine's effort to block placement on ballot for Democratic primary.
- Finished 2nd 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

1996 - 1997

Special Assistant to Chair of the Democratic Party

- 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.

Prep for Prep, New York, New York

1989 - 1996

Director of Leadership Development

1990 - 1996

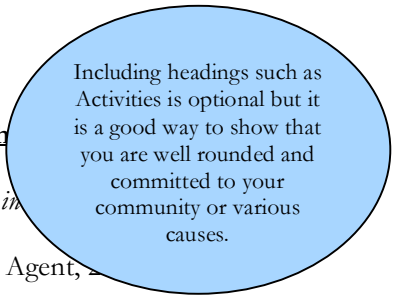
- Supervised six employees providing leadership development services to over 300 10th-12th graders.
- Directed college guidance counseling for 150 day and boarding high school seniors.
- Created and led Prep's first Alumni/ae Giving Campaign.
- Led first six Alumni/ae Giving Campaigns and achieved participation rates above 70% each year.

Coordinator of Leadership Development Activities

1989 - 1990

- Hired as first staff member to design and implement leadership development projects and opportunities for students.
- Created first Summer Jobs Bank allowing 11th and 12th graders to earn much-needed summer funds while exploring future career options.
- Chaired student committee launching Students Advocating for Young Children (SAYC), a child advocacy group led and staffed by students.

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 Puerto Ricans and the making of Modern New York City*.
- Hotchkiss School, Lead Agent** for 2005 Annual Fund & 20th Reunion Drive, Class Agent, 2005
- 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

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
 Street Address
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 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 5th and 7th 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

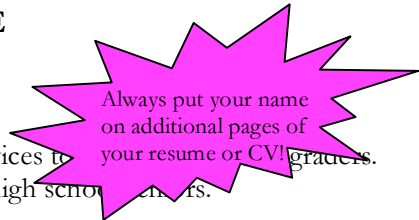
- Managed division of 28 staff members providing leadership development and academic counseling services to 400 10-12th graders and over 600 undergraduates.
- Managed budget of over \$3 million.
- Served as staff representative responsible for identifying and helping alumni/ae who lost a parent as a 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 11th and 12th graders.
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- 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 11th and 12th 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 79th Assembly District, Bronx, New York

- Ran for political office against nine-term incumbent of New York State Assembly to represent the 79th Assembly District of the NYS Legislature.
- Overcame political machine's effort to block placement on ballot for Democratic primary.
- Finished 2nd 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.

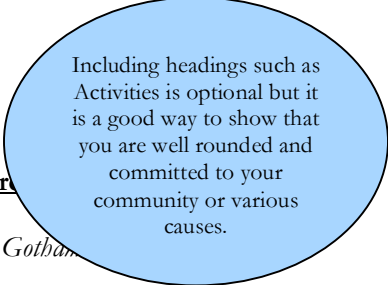
NEW YORK STATE ASSEMBLY

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 & 20th 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

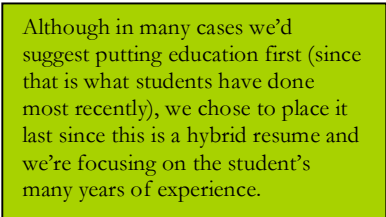
Master of Education, Education Policy and Management, June 2006

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

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.

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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

Page 2

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.

**CHRONOLOGICAL RESUME
(ENTRY-LEVEL)**

NAME NAME
Street Address
Cambridge, MA 02138
555.555.5555
name@gse.harvard.edu

EDUCATION

Harvard Graduate School of Education, Cambridge, MA
Ed.M., International Education Policy, June 2006

City University, London, England
BSc Actuarial Science, First Class Honors, July 2004
Subjects include Actuarial Mathematics, Economics and Pensions

University of the West Indies, Mona, Jamaica
M.B.B.S. Stage 1 (Pre-clinical), 2000
Anatomy, Biochemistry, Physiology, Pharmacology, Community Health (Hons)

In chronological resumes, we generally suggest placing your education first since that is what you have been doing most recently.

PROFESSIONAL EXPERIENCE

Harvard Alumni Association, Alumni Education, Cambridge, MA
Student Assistant

- Assist staff in the Travel and Alumni College programs

September 2005 - present

Harvard Graduate School of Education, Office of Student Affairs, Cambridge, MA
Multicultural Festival Planning Committee Member

- Organized the annual HGSE Multicultural Festival as part of the committee
- Coordinated food and exhibits

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.

City University, London, England
Focus Ambassador

- Encouraged students to pursue higher education, and acted as a mentor.
- Intensive training included giving presentations and managing small groups

October 2003 - May 2004

Caribbean Examinations Council, Barbados
Clerical Assistant

- Checked scripts and assisted markers in teams

List your work history in reverse chronological order.

Summer 2002, Summer 2000

Mayfield Cardiology, Barbados
Echocardiographic Technician

You can omit details of past jobs that aren't related to your professional goals, such as this student's medical positions. This is also a good way to save space.

2000

Queen Elizabeth Hospital, Medical Laboratory, Barbados
Laboratory Assistant

1998

VOLUNTARY WORK/COMMUNITY SERVICE

London Central Education Business Alliance, London, England
E-mentor

- Encouraged students to pursue further education and acted as a mentor.

October 2003 - April 2004

City University, Faculty of Actuarial Science and Statistics, London, England
"Auntie"

- Gave orientation support to three 1st year Actuarial Science students.

October 2003 - May 2004

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

NAME NAME

Page 2

A. Z. Preston Hall, University of the West Indies, Mona, Jamaica

May 1999 - May 2000

Hall Representative

- Liaised between Hall committee and residents as CEO of a group of 24 hall residents.
- Organized social & fundraising events, raising over J\$70,000.00 to improve finances 100% and fund the group's activities and responsibilities to the Hall.
- My cluster was awarded Most Improved Cluster and Most Organized Cluster.

Mentor, A. Z. Preston Hall Mentorship Programme

1998 - 2000

- Encouraged primary school children to succeed in full time education.
- Assisted with mentees' preparation for secondary entrance examinations.

VOLUNTARY CLUB/COMMITTEE PARTICIPATION

Harvard Graduate School of Education, Cambridge, MA

- Caribbean Research Interests on Learning and Education (CRIOLE)

September 2005 - present

Member

- Dean's Diversity Innovation Fund (DDIF) *Committee Member*

Fall 2005 - present

City University, London, England

- City University Actuarial Society *Secretary*

2002 - 2003

University of the West Indies, Mona, Jamaica

1998 - 2000

- Student Leaders Workshop, Orientation and Hall Committees, Hall Sports, 1999 - 2000
- PRO Sub-Committee, 1998 - 1999

SCHOLARSHIPS AND PRIZES

City University, London, England

- GAAPS prize: Final Year Student Prize for best performance in general insurance, life insurance, investment and pensions, 2004
- Final year project titled "An Analysis of Lotteries" nominated by project supervisor to (UK) Association of Statistics Lecturers in Universities competition, 2004
- CSC Financial Services Project, Financial and Investment Mathematics – 3rd prize, 2003
- Overseas Undergraduate Bursary, 2001 - 2004

Government of Barbados

- Barbados Undergraduate Scholarship – Science & Technology, 1998

SKILLS

- Microsoft Word, Excel and PowerPoint; Spanish (intermediate, written and oral)

INTERESTS/HOBBIES

- Music (Clarinet, Theory - Grade 5 distinctions), Barbados National Youth Orchestra, Dance (Latin), Volleyball (Harrison College School team)

We included this student's volunteer work, prizes and skills/interests since most of her work experience occurred while she was in school.

We generally do not include a summary of qualifications for students whose undergraduate degrees are more recent and/or who have spent less time in the workplace.

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**HYBRID RESUME
(ENTRY-LEVEL)**

EDUCATION

Harvard Graduate School of Education, Cambridge, MA
Ed.M., International Education Policy, June 2006

City University, London, England
BSc Actuarial Science, First Class Honors, July 2004
Subjects include Actuarial Mathematics, Economics and Pensions

University of the West Indies, Mona, Jamaica
M.B.B.S. Stage 1 (Pre-clinical), 2000
Anatomy, Biochemistry, Physiology, Pharmacology, Community Health (Hons)

In hybrid resumes of students with fewer years of professional experience, we generally suggest placing your education first since that is what you have been doing most recently.

HIGHER EDUCATION 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.

Harvard Alumni Association, Alumni Education, Cambridge, MA
Student Assistant

- Assist staff in the Travel and Alumni College programs

Harvard Graduate School of Education, Office of Student Affairs, Cambridge, MA Fall 2005
Multicultural Festival Planning Committee Member

- Organized the annual HGSE Multicultural Festival as part of the committee
- Coordinated food and exhibits

City University, London, England October 2003 - May 2004
Focus Ambassador

- Encouraged students to pursue higher education, and acted as a mentor.
- Intensive training included giving presentations and managing small groups

London Central Education Business Alliance, London, England October 2003 - April 2004
E-mentor

- Encouraged students to pursue further education and acted as a mentor.

City University, Faculty of Actuarial Science and Statistics, London, England October 2003 - May 2004
"Auntie"

- Gave orientation support to three 1st year Actuarial Science students.

A. Z. Preston Hall, University of the West Indies, Mona, Jamaica May 1999 - May 2000
Hall Representative

- Liaised between Hall committee and residents as CEO of a group of 24 hall residents.
- Organized social & fundraising events, raising over J\$70,000.00 to improve finances 100% and fund the group's activities and responsibilities to the Hall.

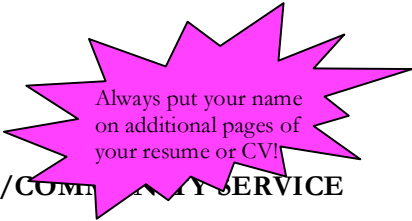
• Led Most Improved Cluster and Most Organized Cluster.

Mentorship Programme 1998 - 2000

• Helped school children to succeed in full time education.
• Assisted with students' preparation for secondary entrance examinations.

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.

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



VOLUNTARY WORK IN HIGHER EDUCATION/COMMUNITY SERVICE

Harvard Graduate School of Education, Cambridge, MA

- Caribbean Research Interests on Learning and Education (CRIOLE) September 2005 - present
Member
- Dean's Diversity Innovation Fund (DDIF), *Committee Member* Fall 2005 - present

City University, London, England

- City University Actuarial Society, *Secretary* 2002 - 2003

University of the West Indies, Mona, Jamaica

- Student Leaders Workshop, Orientation and Hall Committees, Hall Sports, 1999 - 2000 1998 - 2000
- PRO Sub-Committee, 1998 - 1999

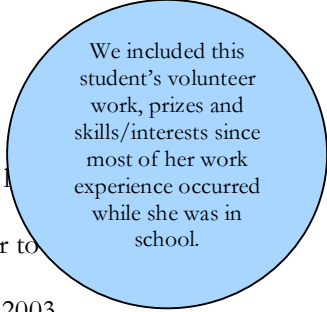
SCHOLARSHIPS AND PRIZES

City University, London, England

- GAAPS prize: Final Year Student Prize for best performance in general insurance, life and pensions, 2004
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- CSC Financial Services Project, Financial and Investment Mathematics – 3rd prize, 2003
- Overseas Undergraduate Bursary, 2001 - 2004

Government of Barbados

- Barbados Undergraduate Scholarship – Science & Technology, 1998



SKILLS

- Microsoft Word, Excel and PowerPoint; Spanish (intermediate, written and oral)

INTERESTS/HOBBIES

- Music (Clarinet, Theory - Grade 5 distinctions), Barbados National Youth Orchestra, Dance (Latin), Volleyball (Harrison College School team)

We generally do not include a summary of qualifications for students whose undergraduate degrees are more recent and/or who have spent less time in the workplace.

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Anatomy, Biochemistry, Physiology, Pharmacology, Community Health (Hons)

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SKILLS AND EXPERIENCE

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

ORGANIZATIONAL AND COORDINATION SKILLS

- Organized many social and fundraising events in higher education environment
- Coordinated logistical details of events including food and exhibit set-up
- Managed administrative aspects of programs for alumni and staff resulting in improved funding and operation
- Experienced in unifying various groups to work towards common goal of improving funding and contributing to goals of organization; in one case, raised over J\$70,000.00 to improve finances 100% and increase participation in organization's activities

MENTORING/LEADERSHIP SKILLS

- Extensive experience in mentoring students ranging from primary school age to college, giving them the support to achieve educational goals
- Supported students during college orientation
- Coached students preparing for secondary entrance examinations
- Managed and gave presentations to small groups in preparation to mentor pre-college students

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.

OTHER SKILLS

- Microsoft Word, Excel and PowerPoint; Spanish (intermediate, written and oral)

We included this student's other skills under the skill headings to lengthen this section

EMPLOYMENT HISTORY

Student Assistant , Harvard Alumni Association, Alumni Education, Cambridge, MA	Sept 2005 - present
Multicultural Festival Planning Committee Member , Harvard Graduate School of Education, Office of Student Affairs, Cambridge, MA	Fall 2005
Focus Ambassador , City University, London, England	Oct 2003 - May 2004
Clerical Assistant , Caribbean Examinations Council, Barbados	Summer 2002, Summer 2000
Part Time Bank Teller , Bank of Nova Scotia, Barbados	May - Sept 2001
Clerical Officer , National Insurance Department, Barbados	2000
Echocardiographic Technician , Mayfield Cardiology, Barbados	2000
Laboratory Assistant , Queen Elizabeth Hospital, Medical Laboratory, Barbados	1998

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

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

NAME NAME

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VOLUNTARY WORK/COMMUNITY SERVICE

E-mentor , London Central Education Business Alliance, London, England	Oct 2003 - April 2004
“Auntie,” City University, Faculty of Actuarial Science and Statistics, London, England	Oct 2003 - May 2004
Hall Representative , A. Z. Preston Hall, University of the West Indies, Mona, Jamaica	May 1999 - May 2000
Mentor , A. Z. Preston Hall, University of the West Indies	1998 - 2000

VOLUNTARY CLUB/COMMITTEE PARTICIPATION

Harvard Graduate School of Education , Cambridge, MA	
<i>Member</i> , Caribbean Research Interests on Learning and Education (CRIOLE)	Sept 2005 - present
<i>Committee Member</i> , Dean’s Diversity Innovation Fund (DDIF)	Fall 2005 - present
Secretary , City University Actuarial Society, City University, London, England	2002 - 2003
University of the West Indies , Mona, Jamaica	1998 - 2000
<ul style="list-style-type: none">• Student Leaders Workshop, Orientation and Hall Committees, Hall Sports, 1999 - 2000• PRO Sub-Committee, 1998 - 1999	

SCHOLARSHIPS AND PRIZES

City University , London, England	
<ul style="list-style-type: none">• GAAPS prize: Final Year Student Prize for best performance in general insurance, life insurance, investment and pensions, 2004• Final year project titled “An Analysis of Lotteries” nominated by project supervisor to (UK) Association of Statistics Lecturers in Universities competition, 2004• CSC Financial Services Project, Financial and Investment Mathematics – 3rd prize, 2003• Overseas Undergraduate Bursary, 2001 - 2004	
Government of Barbados	
<ul style="list-style-type: none">• Barbados Undergraduate Scholarship – Science & Technology, 1998	

INTERESTS/HOBBIES

- Music (Clarinet, Theory - Grade 5 distinctions), Barbados National Youth Orchestra, Dance (Latin), Volleyball (Harrison College School team)



We included this student’s volunteer work, prizes and interests since most of her work experience occurred while she was in school.