FIRSTNAME INITIAL (OR SECONDNAME) LASTNAME

Street Address • City, State ZIP • (XXX) XXX-XXXX • netid@nd.edu • Customized LinkedIn URL

**EDUCATION**

**UNIVERSITY OF notre dame** Notre Dame, IN

Master of Nonprofit Administration May 2020

**PREVIOUS INSTITUTION** City, STATE (or Country if non-US)

Degree, Major or Concentration Graduation Month & Year

GPA/Academic Honor(s)

**EXPERIENCE**

**MOST RECENT EMPLOYER COMPANY NAME** City, STATE (or Country if non-US)

**Title, Department** (Starting-Ending Dates) Month year – Month year

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Reconciled various general ledger accounts and bank accounts daily to ensure proper internal controls
* Highlight specific skills, qualities, and attributes demonstrated
* *(maximum of five bullet points)*

**previous EMPLOYER COMPANY NAME** City, STATE (or Country if non-US)

**Title, Department** (Starting-Ending Dates) Month year – Month year

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Cleaned monthly survey data of 300+ households to determine the impact of new roads on healthcare access in rural Nigeria
* *(maximum of five bullet points)*

**LEADERSHIP & SERVICE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ORGANIZATION NAME** Notre Dame, IN

**Role** Spring 2018

* *action verb + accomplishment/accountability + results (example below)*
* Coordinated the world’s largest outdoor five on five basketball tournament which raised over $10,000 to alleviate poverty in Jamaica through basketball clinics specializing in youth empowerment

**ORGANIZATION NAME** City, State

**Role** Month year – Month year

* *action verb + accomplishment/accountability + results*

**skills & INTERESTS** *(do not use bullet POINTs)* ***(MODIFY As ApPLICABLE…)***

**Computer Skills:** Proficient in Python, Adobe, SAP

**Languages:** Fluent in Japanese and German (*no need to list English; it’s assumed*)

**Honors & Achievements:** Passed all AICPA exams, Beta Gamma Sigma

**Interests:** World Cup Soccer, Downhill Skiing, Traveling, and Cooking Mediterranean Cuisine