



Writing Resumes to Open Doors

Self Assessment

- What do you want to do?
- Who is your target audience?
- What are your transferrable skills?
 - What special skills did you need?
 - What have you done in this area?
 - What comments were made about your skills by peers or managers?
 - What different levels of people did you have to interact with to achieve your job tasks?
 - What aspects of your personality were brought into play when executing this duty?





Skills Valued by Employers

Ability to build networks	Leadership skills
Ability to get along with colleagues or clients	Research, writing, and analytical abilities
Ability to communicate complex issues clearly	Productivity/Efficient use of time and resources
Ability to manage complex tasks	Outgoing personality/professional skills
Ability to solve problems creatively	Good judgment and ethics
Ability to work well under pressure	Willingness to put in long hours
Ability to deal with and manage people	Teamwork
Ability to inspire confidence	Determination/Commitment/Drive
Achievement in a related field	Public service/Community involvement

In a JET Context

- Communicating with diverse groups of people
- Public speaking
- Learning new tasks quickly
- Flexibility/adaptability
- Working as a group
- Creative thinking
- Problem solving

Make Every Word Count!



- Be specific
- Avoid “filler” words
- Focus on transferrable skills
- Describe accomplishments
- Use action words

**NYU Job Description:
Global Alumni Relations Associate**

School/Division	University	Department	Alumni Relations, Global
	Development and Alumni Relations (WS1006)	Name	
FT/PT	Full-Time		

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More information about this job:

Position Summary:

The Global Alumni Relations Associate is key in supporting the strategy for engaging the more than 35K international alumni through increased and robust programming and communications, and by providing tangible benefits to the global NYU community. The Global Alumni Relations Associate will support the Director of Global Alumni Programs to facilitate the engagement and the fundraising agenda. Duties include support and motivate alumni club leaders and volunteers to plan and execute alumni and parents events in select locations outside the USA; liaise with colleagues from NYU's global sites when hosting joint events; work with the Communications team to build the marketing campaign for global events; ensure that the data base is constantly being updated and build internal reports work closely with the Global Development Team to support the fundraising mission and in building global alumni participation in the Annual Fund; help locate potential local speakers abroad (faculty and high-profile alumni); manage strategic global alumni relations programs such as the Global New Student Send-Offs and Dinner with Six.

Qualifications:

Required Education:

Bachelor's Degree.

Preferred Education:

Knowledge of an additional language and experience residing outside the US preferred.

Required Experience:

3 years alumni relations /event management experience or equivalent combination of education and experience.

Preferred Experience:

Experience working with volunteers, or event management in an academic, non-profit and/or development environment.

Required Skills, Knowledge and Abilities:

Proven ability to work in international setting and build relationships with people from diverse cultural backgrounds. Excellent interpersonal, written and verbal communication skills. Highly organized and creative. Strong experience with alumni relations, events planning, logistics, and management. Ability to prioritize and execute multiple tasks, meet deadlines, and work in a fast-paced environment. Ability to professionally interact with all levels of alumni and staff. Proficiency with word processing and Excel spreadsheets. Familiarity with presentation software, and database software and desktop publishing applications. Some international travel

Format

- Chronological vs. “Functional”
- What to include:
 - Name, Address, Email, Phone
 - Objective/Summary?
 - Experience
 - Volunteer?
 - Education
 - Honors/Activities?
 - Skills
 - Activities/Interests

FINAL CHECK

- Proofread
- 30 second scan
 - Professional? Easy to read?
 - What jumps out?
 - Did I forget anything?
- Proofread

