

Sally Park
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EDUCATION

COLUMBIA UNIVERSITY, School of International and Public Affairs, New York, NY
Graduate Program in Public Policy & Administration. Master of Public Administration, May 2000.
Concentration: Social Welfare Policy
Honors: Fellowship and departmental research assistantship recipient.

POMONA COLLEGE, Claremont, CA
Bachelor of Arts in Economics and Public Policy Analysis, 1995.
Honors and Activities: Department of Economics research assistant, resident advisor, mortar board member, head sponsor, senior service award recipient.

EXPERIENCE

ASSOCIATION OF JUNIOR LEAGUES

Staff Associate, Teen Pregnancy Prevention Project, New York, NY

Assisted in coordination of Teen Outreach Program replicated in 30 cities to decrease adolescent pregnancies and school failures. Served as primary coordinator October through December. Wrote 3-year foundation grant proposal for annual budget of \$300,000. Planned sessions of annual training conference and led workshops on starting a community Teen Outreach Program. (October 1998 to May 1999.)

Staff Associate, Office of Public Policy, Washington, D.C.

Drafted Congressional testimony and attended Congressional hearings, coalition meetings and Association meetings on social welfare issues, including child abuse, child care, homelessness, domestic violence, juvenile justice and literacy. Wrote monthly newsletter and issue briefings for 500 volunteer advocates. (August 1996 to July 1998.)

HCR CONSULTING INC

Administrative Researcher, Washington, D.C.

Provided research and administrative support for U.S. Department of Health and Human Services contracts. Developed computerized system to respond to information requests for an office of the U.S. Public Health Service. Wrote proposals, monthly and annual reports. One of four staff who coordinated grant review session involving 1,200 applications and 300 reviewers. (September 1995 to August 1996.)

CHILD SEXUAL ABUSE TREATMENT PROGRAM

Intern, San Bernardino, CA

Analyzed data to determine relationship between length of treatment with source of referral. Organized public relations event. Used data for thesis on child abuse policy. (September 1994 to May 1995.)

PUBLICATIONS

Adult Service Clubs and At-Risk, Young Adolescents: A Study for the Carnegie Council on Adolescent Development. Co-author with Ann Fitzgerald. February 2000.

By the People, Second Edition. Editor of revised resource manual for local Junior Leagues to conduct needs assessments and select strategies to address local problems. Developing a video to be used with the manual. In progress.

SIPA NEWS. Editor of a 20-page biannual publication for Columbia University's School of International and Public Affairs. Spring 1999 and Fall 1999.

While you are pursuing your graduate degree, this is your major selling point, so the Education section should be listed first. Spell out the name of your degree, and list your concentration by its accurate name. You may also list a focus, when applicable. Then, list honors and relevant coursework if appropriate. Note that grade point average is missing. For most employers, the rigorous nature of advanced education serves as ample screening.

Using numbers gives specificity to job responsibilities. When writing your resume, think about how many people you supervised, how much money you were responsible for, the percentage change in performance you were able to oversee. These details make your job experience and skills concrete to prospective employers.

This experience is quantitative and analytical. If your work experience is clearly focused in one direction, think about what skills apply to different positions and highlight those.

A Publications section can give you that extra edge, even if you are not applying for a job in publishing. It will show employers your writing and editing skills, which are important for many different jobs involving grant writing, compiling reports, etc. A Publications section is also a must for research-oriented or academic jobs.