

**School of International and Public Affairs  
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For help with Senior Resumes, contact:  
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## RESUME WRITING FOR THE SENIOR CANDIDATE

Experienced professionals must present to employers a set of accomplishments that are different from what new graduates would offer. Recent graduates write resumes that highlight academic and internship experiences. They are often hired based on generic skills, energy, enthusiasm, and an ability to learn quickly. However, experienced candidates must show that they have specific skills which will help an employer solve problems unique to their organization. So, instead of updating your resume, think in terms of redesigning your resume to highlight accomplishments that meet an employer's needs.

**SUMMARY:** Experienced candidates can begin their resume with a summary of several skills that match the employer's needs. These skills can appear in a short paragraph or bullet format.

**EXPERIENCE:** Typically, new grads provide education information first on their resume. For the experienced candidate who is not currently in school, it's better to place education toward the bottom, after your professional experience. At this point in your career, your experience is valuable and should lead your resume.

**ACCOMPLISHMENTS:** Try to avoid the trap of just listing responsibilities. Think in terms of your major accomplishments on the job. Be concise but specific and outline the outcome of your actions. Instead of saying "researched and wrote report for the Secretariat of the United Nations," try "wrote report and submitted recommendations to the UN which are being implemented for budget and personnel purposes." This statement indicates your problem-solving abilities and indicates to the employer that you can be of value to the organization.

**ACTIVITIES:** The entry-level candidate often includes hobbies and extracurricular activities in his/her resume. As an experienced candidate, you should only include activities that relate to your profession, i.e. continuing education, professional associations, etc. Hobby-type activities should generally not be included at this level.

**LENGTH:** The entry-level candidate usually has a one-page resume. However, candidates for mid and senior level positions may have enough relevant accomplishments and experiences to expand to a second page. Candidates should be aware of the specific preferences of employers in their industry. For example, financial institutions prefer one page resumes, even for experienced candidates.

**FORMAT:** The format for the experienced candidate is often different from that of the entry-level candidate. One variation for outlining experience is to write one statement describing your job function, and then to list bullet points with several specific accomplishments. The other variation, usually used by career changers, is to write a non-traditional resume. There are a few ways to do this. One is to not list your employment history in a descending order of time. Another is to list several generic skills and then describe accomplishments relevant to those skills, with employment history only briefly listed at the bottom of the resume.

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## SKILLS

### Supervision

Supervised seven full-time program directors and non-exempt administrative staff. Recruited, hired, trained and evaluated full and part-time staff. Organized and conducted staff meetings and training events. Responsible for career development for full-time professional staff.

### Management

Financial management of \$2million multi-department annual budget. Developed and projected new \$3 million annual budget, balanced and allocated funds and ensured branch departments met financial goals. Operations management of ten major program areas. Administered safety and risk management procedures for the branch.

### Fundraising

Chaired 1991 Annual Support Campaign and Community Gifts Chair of the 1992 Annual Support Drive. Organized campaign activities, recruited and trained volunteers, managed telephone solicitations, developed prospects and implemented related administrative procedures.

### Programs/Services

Managed multi-program areas, scheduling, enrollment and member evaluations. Established program guidelines and critieria. Managed and supervised membership department and front desk area, program registration and memberservices/relations.

### Community Relations

Responsible for administration and allocation of soholarship/financial aid funds. Assisted in volunteer development program. Directi responsibility to branch Board of Directors and program committees. Responsible for Public Service Announcements and public relations via presentations at various community organizations.

### Promotions and Marketing

Planned and managed promotion budget, promotional print scheduling, hired graphic contractors and media advertisers. Created, planned and implemented in-house promotions. Collected and analyzed database of demographics and trends related to marketing memberships and programs.

## WORK EXPERIENCE

Y.M.C.A., Gary, Indiana

ASSOCATE EXECTUTIVE DIRECTOR

1991-present

## EDUCATION

GARY COMMUNITY COLLEGE, Gary, Indiana

Continuing education courses in marketing, MIS and organizational communication 1986

DEPAUW UNIVERSITY, Greencastle, Indiana

Bachelor of Science, Physiology and Biology 1985

*Note: Most senior candidates will have more than one job. Skills can be pulled from different job histories. Use action verbs other than "responsible for".*

Adapted from the [Adams Resume Almanac](#)