



# Real-Resumes for Jobs in Nonprofit Organizations

*Anne McKinney*

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## **Real-Resumes for Jobs in Nonprofit Organizations** Anne McKinney

Nonprofit professionals now have a career bible that is specially designed for them! Whether the reader wants to stay in a nonprofit organization or transition into the corporate world or other environment, this book will help. It shows samples of resumes and cover letters that worked for real people. Newcomers to nonprofits will learn how to enter the field, and experienced professionals will find help in advancing to choice jobs. Nonprofit professionals often change fields, too, and the book includes resumes of individuals who have successfully transitioned into other areas. A "bonus" of the book is that it also shows samples of paperwork involved in obtaining federal government positions; for example, the book includes samples of the KSAs as well as the "resumix" often required to apply for federal positions. Ask people who have worked in a nonprofit organization about resume preparation and they will tell you that resumes and cover letters for their particular needs are highly specialized! That's why this book will be of enormous value to those who seek employment in the nonprofit world--or who want to transition out of the nonprofit world. The book includes resumes for folks who have worked in national trade associations and in nonprofit environments such as the United Way, Salvation Army, the American Cancer Society, and many similar organizations. A special section on the federal hiring process also shows the reader how to apply for federal government employment, and there are samples of the specialized resumes and applications used in the federal hiring process. So whether you are entering the nonprofit arena, transferring skills out of the nonprofit world, or seeking federal employment, you will find this book useful. A word of advice from Editor Anne McKinney: "If you want to enter the nonprofit field or advance in that respected community, you don't need just any resume book. You need an industry-specific resume book! You will love this book targeted specifically to the nonprofit field. Every resume and cover letter we put in a Real-Resumes Series book has been tested and proven in the real job market. Don't play games with your career. Your choice of a resume book is one of the most important career decisions you will ever make." Praise for titles in the Real-Resumes Series: "Distinguished by its highly readable samples." - Library Journal "These excellent new guides don't just provide the usual coverage on how to write a resume. They provide industry-specific examples, industry-specific tips and cautions, and industry-specific strategies based on real-world resumes. Since many technical types aren't writers, this comes as a special gift; select a winning format, plug in your background specs, and away you go. It's that easy--with Real-Resumes in hand."-- The Midwest Book Review Testimonials from people who have successfully used this book: "After a successful career in a major trade association, I wanted to make a change. The Real-Resumes Series showed me how to present my nonprofit experience to profit-making organizations." A. Tristole "I had no idea how to create a resume for federal government employment. The Real-Resumes Series helped me get a federal job." D. Salabache "Transitioning from retail into nonprofit marketing for the American Cancer Society was possible because of the Real-Resumes Series." K. McMillian

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