

Organizing Your Fundraising Resume

The two main positions that potential employers advertise for in the fundraising industry are Event Coordinator and Program Manager. The fundraising industry is challenging but satisfying once the objective is achieved. Writing a resume for a fundraising position is different than traditional positions because of the nature of the work. Your resume should state whether you are willing to relocate to the job location. It should state the type of position you desire, and if you are looking for a full time permanent position or part time temporary employment. Unlike other professions, the fundraising industry deems it is good to state your desired wage on your resume. It will give the potential employer a clear picture of whether or not you have done your research for the estimated earnings in the industry. Government fundraising employers usually don't place as much emphasis on experience as private employers.

The fundraising industry is one that is challenging but satisfying once the objective is achieved. There are several positions in the field of fundraising, though the two main ones are event coordinator and program manager. There are also other smaller positions available, especially at entry level. When applying for a position in the fundraising industry, your resume is what will effectively market your credentials to your prospective employer. Therefore it is important to write your resume in such a way that states systematically all your details, starting with the most important and finishing with your contact information.

On your resume, state whether you are willing to relocate, or mention the job location. The next step is to state the type of position you desire, whether it's full time permanent or part time temporary. It's also good to state your desired wage in your resume as it will give the potential employer a clear picture of whether or not you have done your research for the estimated earnings in the industry. Stating a very high desired wage could impact negatively on the applicant, since the employer will probably rule you out for asking what the employer is not able to pay. However, asking for a much lower desired wage could also work against you. The employer might go ahead and hire you and pay you the small desired wage you indicated in your resume when other employees in the same position are earning more than you. Therefore, make sure you have done enough research so you can quote the correct figure, or at least something close to it.

It is good to specify whether you want a job at entry level or if you are a new graduate. Government jobs usually don't lay a lot of emphasis on experience and at times they do hire applicants with very limited experience. However, private employers are usually very keen on experience. To have a resume that truly reflects your achievements, it is important to mention whether you are a new graduate seeking a job at entry level or otherwise.

The other step in this section of your resume is to mention qualifications in chronological order. This makes it easier for your prospective employer to instantly know whether you are qualified or not. This also helps the employer know instantly the job level that is ideal for your qualifications. Most employers will look for people who are law abiding. Therefore, if the United States government has given you authorization to work there, go ahead and indicate that. It's good to mention it well in advance since your new employer will find out eventually anyway before he puts you on the pay roll, especially if it's a government job.

The next stage of your resume is to mention your main objective for the job application. Give good reasons why you think you are the right person for the job. If you have a lot of previous experience in the field, mention what you are

good at or mention some of the skills that made you successful in your former place of work. You could mention the kind of job you have applied for and how you intend to accomplish it successfully. This is where you have to market yourself properly using the fewest lines possible, since an objective is meant to be brief and to the point.

From the objective, the next step on your resume is to mention your work experience. Many employers prefer to hire people who have had a hands-on experience rather than those who have the knowledge but don't have the actual work experience. Therefore, explain all of your work experience systematically and relevantly stating all the duties and responsibilities you've had. The more the responsibilities and duties correlate with those at the place you intend to get the job, the higher the chances are of you getting hired. Start from your most recent experience, finishing with when you were at entry level. This part of the resume is what usually makes the employer decide whether he is going to hire you or not, irrespective of whether you have other good qualifications.

Once you have mentioned all the vital information that is relevant to the fundraising industry and to your potential employer, you can now state the educational qualifications you have achieved over the years, starting with your highest and most recent qualification. State the name of the university you graduated from if you are a university graduate, along with the year of graduation. You can also mention other certifications you've attained, their respective fields, the institute, and the year of certification attained along with any other additional information. If you happen to have the knowledge of certain computer software or additional skill sets, this is the right place to mention them.

If you prioritize your resume in this way, your prospective employer will be able to see quickly and clearly what positions you are qualified for and whether or not he will hire you. Let him know you've done the research, and that you have the qualifications and enthusiasm to be a great asset to his organization.