

RESUME GUIDELINES

Dear applicant,

You have been asked to submit a resume with your application to the Graduate Center for Public Policy and Management. Following is some information to help you design your resume.

General resume guidelines:

- each page should contain your name, telephone number, email address, and number of page
- use the spellchecker of the word processing program
- the resume should be clearly structured and to the point
- bullet points are better than complete long sentences or paragraphs
- give a concise and insightful description of professional experience
- highlight academic content, like majors or classes taken
- brainstorm and prepare a worksheet prior to composing the resume, it will help you consider items you would not have otherwise considered to put on. Refer to the University of Pittsburgh's career website <http://www.careers.pitt.edu/services.html> for help.

The University of Pittsburgh's career website <http://www.careers.pitt.edu/services.html> provides good explanations and samples of resumes. Go to "graduate students" and then to "job search toolbox."

Resume elements:

Name, address, telephone, email

Objective: while the obvious objective is the acceptance into a program at the GCPPM, the applicant might want to consider their career objective and what they want to do with the MPPM or CPPM degree.

Summary: list here a summary of qualifications and add specific traits, like team player, self-starter, etc.

Experience: list professional experience in reverse chronological order (most recent first); give time, position, name of employer, location; elaborate position in several bullet points

Education: list degrees and schools in reverse chronological order; give times of attendance; highlight academic achievements and honors; provide some detail of studies

Languages: list native, second, and third languages with levels of proficiency in speaking, listening, and writing as well as number of years knowing the language

Skills: computer, technical skills, communication, course related skills, project related skills, writing, etc.

Interests: related to you career objective

Volunteering:

Leadership:

Publications:

Public Service:

Part-time work: e.g. subsidized living expense during my studies through retail work

Rule: put it on the resume if it applies. Not all resumes will have all points. Also, if you have a point not listed but relevant: please put it on.

Please find a sample resume on the next page. The purpose of this sample is to give you an idea - please design your resume so that it appropriately reflects you.

Alpha Beta

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Macedonia

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Objective	Obtain the Master of Public Policy and Management in order to best
Summary	Public Affairs officer with 6 years of management level experience. Self starter and team player. Excellent computer skills. Motivated and goal-oriented. Excellent communication skills.
Experience	<p>XYZ State Office, Country Parliament, Skopje, Macedonia Head of XYZ Office 01/1998 – present</p> <ul style="list-style-type: none">• Lead office activities• Design and control budgets• Coordinated merger of two departments• Presented the XYZ State Office at conferences abroad <p>DEF Community Organization, Skopje, Macedonia Assistant Manager 01/1996 - 12/1998</p> <ul style="list-style-type: none">• Worked closely with Head of DEF Community Organization• Re-designed budget• Developed new office strategy <p>GHI Company, Skopje, Macedonia Office Assistant 09/1993 – 12/1995</p> <ul style="list-style-type: none">• Responsible for all daily office activities• Prepared meetings and events
Education	<p>JKL Institute, Skopje, Macedonia Certificate of Management Training 06/2000 - 12/2000</p> <ul style="list-style-type: none">• Successfully passed training program <p>Saint Cyril and Methodius University, Skopje, Macedonia Graduated Economist 09/1988 – 06/1993</p> <ul style="list-style-type: none">• Concentrated in business administration• Graduated with honors
Languages	Macedonian: mother tongue Albanian: mother tongue English: 15 years, excellent in speaking, listening, and writing Serbian: 15 years, excellent in speaking and listening, good in writing French: 3 years, basic skills
Skills	Microsoft Suite: Word, Excel, PowerPoint, Access; Internet; Accounting Software; management skills
Volunteering	<p>MNO Youth Club, Skopje, Macedonia</p> <ul style="list-style-type: none">• Organize regular discussion groups on youth involvement in government activities
Interests	Traveling and working with people from abroad