PiLA FELLOWSHIP RESUME TEMPLATE

Updated August 2024

The ideal PiLA applicant's resume showcases a strong commitment to service, interest in the Latin American and Caribbean regions, fluency in Spanish, a proven ability to adapt to new cultures, and relevant academic achievements.

Resumes should be concise, two pages maximum, and formatted in a clean, professional style. It should use a standard font, like Arial or Times New Roman, with clear headings and bullet points for easy readability. Key sections should include Contact Information, Education, Professional Experience, Skills, and any relevant Volunteer Work or Extracurricular Activities. The focus should be on clarity and highlighting the most pertinent experiences and skills related to the PiLA fellowship program.

RESUME HEADING

[Your Full Name]
[Permanent Address]
[Phone Number]
[Permanent Email Address]
[University Email Address]
[LinkedIn Profile, Website, etc.] *(Optional)*

OBJECTIVE *(Optional)*
A brief statement summarizing your professional goals and how your fellowship experience aligns with your career aspirations, 3-4 sentences maximum.

Example: "Dedicated international development professional focusing on community empowerment and sustainable development. Seeking opportunities to leverage my experience in Latin America to contribute to impactful projects."

EDUCATION

Degree, GPA (e.g., Bachelor of Arts in International Relations, 3.9)
University Name – City, State
Graduation Year
Relevant coursework or academic achievements (e.g., Dean's List, GPA, study abroad experience).

Additional Certifications or Educational Experience *(if applicable)*
Certification Name – Issuing Organization
Date Received

PROFESSIONAL EXPERIENCE

Current/Most Recent Job Title
Company/Organization Name – City, Country
Dates of Employment (Month Year – Month Year)
- Bullet points summarizing your key responsibilities and achievements.
- Use action verbs (e.g., Developed, Implemented, Coordinated) to describe your tasks.
- Include any measurable outcomes (e.g., Increased program participation by 25%, Successfully secured a $5,000 grant, taught English to 45 students, etc.).
- Highlight specific skills used or developed (e.g., project management, data analysis, cross-cultural communication).

Previous Job Title
Company/Organization Name – City, State
Dates of Employment (Month Year – Month Year)
- Bullet points summarizing your key responsibilities and achievements.
- Focus on skills and experiences that are relevant to your career goals and fellowship.

Additional Professional Experience *(if applicable)*
Company/Organization Name – City, State
Dates of Employment (Month Year – Month Year)
- Bullet points summarizing your key responsibilities and achievements.
- Focus on skills and experiences that are relevant to your career goals and fellowship.

VOLUNTEER EXPERIENCE *(Optional)*

Volunteer Title
Organization Name – City, State
Dates of Volunteer Work (Month Year – Month Year)
- Bullet points summarizing your key responsibilities and achievements.
- Focus on volunteer work that aligns with your career goals.

SKILLS

- **Language Proficiency:** List languages and proficiency levels (e.g., Fluent in Spanish, Conversational in Portuguese).
- **Technical Skills:** List relevant technical skills (e.g., Microsoft Office, GIS, data analysis tools).
- **Other Skills:** Highlight other relevant skills (e.g., project management, grant writing, cross-cultural communication).

ADDITIONAL TIPS

- **Customize Each Application:** Tailor your resume and cover letter to the specific job you are applying for. Highlight the experiences and skills that are most relevant to the position.
- **Use Action-Oriented Language:** Begin bullet points in your resume with strong action verbs (e.g., Led, Developed, Coordinated) to clearly communicate your achievements.
- **Quantify Achievements:** Whenever possible, include measurable outcomes to demonstrate the impact of your work (e.g., "Increased community engagement by 40%").
- **Proofread:** Carefully proofread your resume and cover letter for spelling, grammar, and formatting errors before submitting your application.