



Career Guide

Nonprofit Leadership and Philanthropy Certificate

This guide is designed to assist you in preparing for a career in the nonprofit sector. As a student enrolled in the Nonprofit Leadership and Philanthropy Certificate, you have been trained to begin your career within a wide array of professional positions. Please set aside some time to review all of these resources. If you need further assistance you can always reach out to your NLP certificate advisor.

Step 1: Spend some time reading through this guide and touring the pages that are linked throughout.

Step 2: Visit the Pomerantz Career Center [career communities page](#) to select an advisor that best aligns with your career interests (each community page lists the career advisors that are available and a link to schedule an appointment). This affords you more options about who can be helpful if you want to plan a career that aligns with both a nonprofit organization and your interest in a specific area. If you're not sure which career community to choose, select [Helping & Counseling](#) and you will get great assistance with your career planning.

Career Guide

The [Pomerantz Career Center's Career Guide](#) has a lot of useful information and resources for career planning. The guide includes tips on writing resumes and cover letters, compiling an online portfolio, interview tips and practice ideas, networking, and more.

Pomerantz Career Center

The Pomerantz Career Center is a great resource for all of your career questions. Their [website](#) is full of resources and information. The following pages on the Pomerantz website are useful for students pursuing a job.

[Career Advising](#)

The Pomerantz Career Center has designated Career Advisors to help you with your career planning. Career advisors help you explore interests, skills, strengths and values to discover what you may want to do after graduation and develop a plan to help you get there. Starting early is important! Don't wait until your senior year to pay them a visit.

[Resume](#)

Resumes are usually required when applying for any kind of job. They capture all of your relevant experiences, so you want your resume to be the best representation of you on paper! Your resume is always a work in progress! And once you create one resume, it's easy to tailor it to each specific job you apply for.

Some tips for creating a great resume include creating your own format, keeping it to one page, using bullet points, and double checking all grammar and punctuation.

[Cover Letter](#)

Cover Letters often accompany your resume when applying for any kind of job. If you think of your resume as offering a quick snapshot of who you are, your cover letter provides the opportunity to expand upon your experiences and connect your specific skills and knowledge to the position. As you detail your most related experiences, don't simply repeat the bullet points on your resume. Instead, focus on the takeaway of your experiences - as a result of a particular experience, what new skills did you develop and what new knowledge did you gain? How does this connect to what the position is calling for? Like your resume, once you write one cover letter, it's easy to tailor it to each specific job you apply for.

[Mock Interviews](#)

Practice is always recommended when it comes to interviewing. After practicing several times, you will become more confident before the job interview.

The Pomerantz Career Center offers mock interview opportunities, so we highly recommend looking into those opportunities and signing up.

[The Basics of Networking](#)

Making connections with people and developing mutually beneficial relationships can be beneficial to you throughout your career. It's a great way to gather and exchange information with your network and even ask for help and advice without feeling like your imposing. Networking is important because it increases your visibility and can even provide future career opportunities.

To prepare, think of people you already know who could help. Participate in any opportunities that will introduce you to good connections for your network. Attend conferences, participate in career fairs, and keep in touch with people you interview with. Professors and previous bosses can also be good resources.

And be sure you come up with an elevator pitch! Elevator pitches are a quick way to sell yourself when making introductions to strangers. An elevator pitch sets the stage for why someone would be interested in learning more about you. It can be used in a variety of settings including conferences, career fairs, grad school visits, social visits, and more.

Searching for Opportunities

There are many resources out there to help you find your next step, whether that's a job, graduate school, or a gap year.

Job Search

There is a variety of websites and resources when searching for a job in the nonprofit sector. Nonprofit Tech for Good has a list of [16 Online Job Boards for Nonprofit Professionals Worldwide](#). Some of our favorites include [Handshake](#), [LinkedIn](#), [Idealist](#), [Indeed](#), [ZipRecruiter](#), [Association of Fundraising Professionals](#), and the [National Council of Nonprofits](#).

Graduate School

The NLP website has a [list of related graduate programs](#) throughout the country for your convenience.

The Pomerantz Career Center can help you [Plan For Graduate and Professional School](#) with many resources. Be sure to do your research, figure out what you want to study, and learn about schools with programs in your interest area. Applying for graduate or professional school may require an admission test, a statement of purpose, and letters of recommendation. The prime time for planning and applying is during your senior year of undergrad, but there is no wrong time and no such thing as "too late"!

Gap Year

Is a gap year right for you? Maybe you want to take some time off before deciding your next step. The Pomerantz Career Center has a list of [Gap Year Opportunities](#), including service programs, experiences abroad, fellowships, and more.