**EDUCATION**

**Indiana University**, Bloomington, IN Month Year

O’Neill School of Public and Environmental Affairs

**Master of Public Affairs,** GPA X.XX/4.00

* Concentration:

**Course Work: (optional)**

Best practice is to only put three to six courses on the resume. Consider highlighting coursework that “fills in the gap” in your work experience. *For example: No experience in policy analysis? Highlight current coursework in the policy and program field*

Public Program Evaluation Statistical Analysis for Effective Decision Making

Public Program Management and Contracting Proposal Development & Grant Administration

**Undergraduate Institution**, City, State Abbreviation Month Year

**Degree Name**

Major: Minor:

**POLICY/MANAGEMENT/LEADERSHIP/RESEARCH/ETC EXPERIENCE (specify type of experience)**

**Name of Agency or Company 2**, City, State Month Year – Month Year

*Position Title*

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**Name of Agency or Company 1**, City, State Month Year – Month Year

*Position Title 2* Month Year – Month Year

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

*Position Title* 1 Month Year – Month Year

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**POLICY/MANAGEMENT/LEADERSHIP/RESEARCH/ETC EXPERIENCE (specify type of experience)**

**Name of Agency or Company 1**, City, State Month Year – Month Year

*Position Title*

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**TECHNICAL SKILLS /CERTIFICATIONS/ LANGUAGES**

*\*These are examples provided as a reference as you write your own*

Proficient in ArcGIS Pro, RStudio, Python, SQL, SAS, Tableau and Airtable

LEED Certification

Seed Collection & Plant Identification, certified by Pollinator Partnership

Hostile Environment and Emergency First Aid Training, certified by Global Journalist Security

**VOLUNTEER EXPERIENCE or COMMUNITY PARTNERSHIPS**

Optional category. Valuable for nonprofit, community advocacy and outreach positions, etc.