Citizenship:

Veterans Preference: Yes/No

Selective Service Registration Status (if applicable):

Highest GS Grade:

Security Clearance:

**EDUCATION**

**Indiana University**, Bloomington, IN **(Expected) Month Year**

O’Neill School of Public and Environmental Affairs

**Master of Public Affairs,** GPA X.XX on a 4.00 scale, 60 Credit Hours

Concentration:

Honors & Awards:

XYZ Fellowship

XYZ Recognition

**Graduate Course Work:**

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**, GPA XXX on a 4.00 scale, XX Credit Hours

Major: Concentration (if applicable):

Minor:

Honors & Awards:

Dean’s List (Fall 2019, Spring 2020)

XYZ Scholarship

**PROFESSIONAL EXPERIENCE (Can rename to specify the type of experience)**

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

*Position Title* Salary (i.e. $17 per hour)

Supervisor: First Name Last Name, (Email or phone number) Time (i.e. 40 hours per week)

Permission to Contact: Yes (Optional)

Duties:

* Action Verb + project/task + result
* Action Verb + project/task + result

Accomplishments:

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

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

*Position Title 2* **Month Year – Month Year**

Supervisor and contact information Salary (i.e. $40,000 per year)Permission to Contact: Yes (Optional) Time (i.e. 35 hours per week)

Duties:

* Action Verb + project/task + result)
* Action Verb + project/task + result

Accomplishments: (if applicable)

* 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**

Supervisor and contact information (if different) Salary (i.e. GS 07 Step 1)

Permission to Contact: Yes (Optional) Time (i.e. 20 hours per week)

Duties:

* Action Verb + project/task + result
* Action Verb + project/task + result

Accomplishments: (if applicable)

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

**Name of Agency or Company 3**, City, State **Month Year – Month Year**

*Position Title* Salary (i.e. Unpaid)

Supervisor: First Name Last Name, (Email or phone number) Time (i.e. 40 hours per week)

Permission to Contact: Yes (Optional)

Duties:

* Action Verb + project/task + result
* Action Verb + project/task + result

Accomplishments:

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

**VOLUNTEER EXPERIENCE (optional- rename if applicable (i.e. Community Service Experience))**

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

*Position Title* Time (i.e. 20 hours per month)

Supervisor: Name and contact information (if applicable)

Permission to Contact: Yes (Optional)

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

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

*Position Title* Time (i.e. 5 hours per week)

Supervisor: Name and contact information (if applicable)

Permission to Contact: Yes (Optional)

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

**TRAININGS AND CERTIFICATIONS**

**Certification in (title of certification) Completed: Month Year**

Organization or affiliation

**Certification in (title of certification) Completed: Month Year**

Organization or affiliation

**EXAMPLE: Certification in Seed Collection & Plant Identification Completed: June 2022**

Pollinator Partnership

**EXAMPLE: Hostile Environment and Emergency First Aid Training Completed: March 2022**

Global Journalist Security

**EXAMPLE: Training in Itemizing Federal Taxes Completed: August 2019**

National Association of Tax Professionals

**EXAMPLE: Structured Decision Making Completed: May 2019**

Indiana University Course SPEA-R 643: Natural Resource Management and Policy

**TECHNICAL SKILLS / LANGUAGES/ SUMMARY OF SKILLS**

*\*These are examples provided as a reference as you write your own. Only include those relevant to the job listing*

Proficient in ArcGIS Pro, RStudio, Python, SQL, SAS, and MatLab

Spanish (Conversational)

French (Fluent)

**PUBLICATIONS AND PRESENTATIONS (if applicable)**

\**These are examples provided as a reference as you write your own. Include those relevant to the job application*

*\*Name of publication in APA format. Include published works as well as works submitted for publication.\**

Stacia S. Ryder & Patrick Devine-Wright (2021) Environmental justice implications and conceptual advancements: community experiences of proposed shale gas exploration in the UK, Environmental Politics, DOI: [10.1080/09644016.2021.1996728](https://doi.org/10.1080/09644016.2021.1996728)

Griff, I.T., Jones, R.J., Kyle, P.A., Sanders, D.A., and Science, J.A., (2008) Green Energy Implications for South Texas: Renewal Energy Forms Case Study. Environmental Case Studies. 184(3), 332-5.

*\*Name of presentation. name of conference, date of presentation*

“Building Key Performance Indicators to Measure Consumer Behavior and Energy Use among Rural Indiana Cooperatives”, National Environmental Justice Conference, Washington DC, 2020