Samuel L. Jackson

This resume does not include a street address, which is perfectly fine for many resumes

Shorter bullets work well if you want to demonstrate a number of hard skills

[Samuel.Jackson@du.edu](mailto:Samuel.Jackson@du.edu) ▪ (303) 871-4490 ▪ Hollywood, CA

**SUMMARY OF QUALIFICATIONS**

* Qualitative analysis
* Grant management
* Writing quarter and annual grant reports
* Budget management
* Project management
* Project evaluation
* Event planning
* Case management

**EDUCATION**

**Josef Korbel School of International Studies**, **University of Denver Denver, Colorado**

Master of Arts: International Studies **Expected June 2024**

Concentration: Conflict Resolution

**University of Omaha Omaha, Nebraska**

Bachelor of Arts: Psychology **Dec. 2020**

Minor: International Studies

* Study abroad in the Czech Republic **Spring 2019**

**PROFESSIONAL EXPERIENCE**

**Y.O.U. Youth Services Omaha, Nebraska**

**Foster Care Family Specialist****Feb. 2022 – Aug. 2022**

* Managed and assessed 40-50 cases of children in the foster care system and implemented appropriate services to ensure the safety and well-being of minors.
* Proactively collaborated with Nebraska Health and Human Services and community health providers to ensure consistent service, accurate documentation, and communication across agencies.

**Project Manager - Health and Refugee Outreach** **Feb. 2021- Feb. 2022**

* Managed a federal grant budget of $10,000 allocated towards healthcare education, community outreach, and resource dissemination to ensure accessibility of healthcare in the US for refugees.
* Wrote 3 grants for health projects targeting refugees in the Omaha area to increase funding for promotion, outreach, and immunization campaigns.
* Coordinated bi-monthly health fairs, elementary school physicals, and health screenings for over 300 community members.
* Developed multilingual and culturally relevant marketing materials that improved participation in program services by 25%.

**Tracker**  **Sept. 2020 – Feb. 2021**

* Managed 50 cases of juvenile offenders to provide personalized intervention support to prevent recidivism.
* Assessed and evaluated over 50 clients to determine the appropriate level of service needs.

**Krendle & Krendle Lincoln, Nebraska**

*Legal Office Assistant* **June 2019 to May 2020**

* Organized project documents completed by the firm’s attorneys to ensure proper record-keeping for future legal cases.
* Delivered legal documents to state and federal offices so both the firm and district attorneys could communicate in an accurate and timely manner.

**COMMUNITY INVOLVEMENT**

Secretary, Omaha Young Professionals Networking Group 2021-2022

Y.O.U. Youth Advisory Board 2021-2022

Red Cross CPR certification 2020 - Present

America Reads Tutor 2017-2020

An optional section like this is useful if you have a number of short-term volunteer experiences. If a volunteer activity is long-term and demonstrates relevant skills, then it can be included as experience

**LANGUAGES AND TECHNICAL SKILLS**

Intermediate Spanish (spoken and written)

Microsoft Word, Excel, PowerPoint, Outlook, and Google equivalents

If you have more years of relevant experience, significant research, and/or involvement in the field, a 2-page resume is appropriate for many positions. You should fill up at least three-quarters of the 2nd page

Marge Simpson  
303.867.5309 [msimpson@gmail.com](mailto:msimpson@gmail.com) linkedin.com/in/margesimpson

Including your LinkedIn profile is optional. If you do make sure it’s good!

**SUMMARY OF QUALIFICATIONS**

* Project management, multi-tasking and problem-solving in a fast-paced collaborative setting
* Qualitative and quantitative research analysis in academic settings
* Proven verbal, intercultural, and written communication skills developed through international work experience
* Intermediate skills in Excel and MS Office skills demonstrated by creating reports, presentations and analyzing data

Phrases work well here when you have more soft skills or need to provide more context.

**EDUCATION**  
**Josef Korbel School of International Studies, University of Denver, Denver, CO** **Expected June 2024**

M.A. Candidate, International Studies

Concentration: Security and Development

**University of Iowa, Iowa City, IA May 2021**

Completed graduate coursework in International Relations

**University of Colorado, Boulder, CO May 2018**

B.A. Political Science; Minor, History

Study abroad: Italy

**PROFESSIONAL EXPERIENCE**

**Women for Women International Moscow, Russia**

**Intern June 2022– August 2022**

* Led group English lessons for 22 staff members twice daily and individual lessons by appointment
* Designed language curriculum for students who plan to learn English as an additional language.
* Edited the English translation of the organization’s employee rulebook to ensure grammar was correct
* Participated in field visits resulting in the enrollment of 10 new women into the program

**University of Iowa, Department of Political Science and International Relations Des Moines, IA**

**Graduate Teaching Assistant June 2020 – May 2021**

* Conducted individual consultations with an average of 2 students per week to answer questions and help them with writing skills
* Presented two-part lecture on structure and history of the European Union for European Governments course and led discussion on political implications of US military strategy in Vietnam war for World Politics course
* Edited and graded research papers averaging 20 pages for 25 students
* Helped prepare and grade midterm and final exams for total of 85 students over one year

**Barnes & Noble Denver, CO**

**Coordinator of Business & Education Department and Internet Store January 2019 – May 2020**

* Headed the general redevelopment of the Business and Education Department, leading a team of nine employees across three stores resulting in a 20 percent increase in departmental business
* Coordinated and processed specialty orders of $10,000 - $20,000 with clients, store management and publisher
* Conducted training sessions on processing Business and Education departmental orders as well as Internet Store orders for departmental employees as well as general store managers

Marge Simpson, page 2

A small header should go at the top of page 2. If a single experience must go over the page break, do a (continued) heading

**Barnes & Noble (continued) Denver, CO**

**Business and Education Accounts Representative January 2019 – May 2020**

* Researched and processed to completion bulk and/or specialty orders ranging on average from $500-$10,000 for corporate, school, and non-profit clients

**Center for Human Enrichment Tutoring, University of Colorado Boulder, CO**

**Assistant to the FacilitatorJune 2018 – October 2018**

* Compiled and organized 50-page federal report of tutoring services for stakeholders to better understand the services the center provided
* Prepared schedules for 20 tutors, catalogues of courses for which tutoring was available, and training sessions
* Data entry recording tutor evaluations, tutoring appointments, and creating new client files

**Tutoring Center Assistant March 2018 – June 2018**

* Scheduled and checked students in for tutoring appointments
* Promoted due to excellent customer service and attention to detail

**Denver Congressional Office of Diana DeGette Denver, CO**

**Constituent Relations InternJune 2017 – August 2017**

* Assisted with four public relations events and campaign activities to raise support for Congresswoman DeGette
* Handled an average of 10 constituent phone calls per week and completed 5 letters to constituents to ensure their concerns were understood and documented
* Responded promptly to emails and phone calls while logging all correspondence in a fast-paced environment

A volunteer experience section is an option if you have a lot and want to separate it from your professional work

**VOLUNTEER EXPERIENCE**

**Colorado Refugee ESL Program ESL Tutor September 2019 – present**

* Provided regular one-on-one English lessons to a refugee in the Denver community.

**Rocky Mountain Survivor Center (RMSC) Volunteer March 2017 – June 2017**

* Compiled research to create a country profile of Palestine, which would assist the work and broaden the knowledge base of caseworkers, therapists, and lawyers of RMSC’s clients.

**Denver Peace and Justice Committee (DJPC) VolunteerJune 2016– May 2017**

* Designed lesson plan on Alice Paul and conducted research on Shirin Ebadi for DJPC’s Global Solutions to Violence Education Program; helped write grant to raise funds for the Global Solutions to Violence Outreach Program.

**SCHOLASTIC ACHIEVEMENTS, AWARDS, AND HONORS**

Recipient of University of Denver Academic Scholarship 2021-2022

Completed and published Honors thesis: *The World View of Renaissance Florence: Art, Ideology and Social Structure* April 2018

Completed intensive German language course at University of Oldenburg, Oldenburg, Germany July 2013-August 2017

Nominated and accepted for participation at the 44th Air Force Assembly in Colorado Springs February 2016

This section is an option if you have awards that you want to highlight. You may also consider having an Additional Skills and Language section to highlight technical and language skills that are not included in your Qualifications section

**LANGUAGES**

German: Advanced reading, writing, speaking

Russian: Intermediate reading, writing, speaking

**TECHNICAL SKILLS**

Microsoft Suite, Python, Canva, Adobe

John Doe

This is a FEDERAL resume, which has a very different style, and should generally be used for applying to jobs and internships with the federal government.

5555 E. Somewhere Street, Unit 55 ▪ Denver, CO 80222 **|** Phone: 303.555.5555 **|** [john.doe@du.edu](mailto:john.doe@du.edu)

Veterans Preference: None Citizenship: U.S.A.

Highest Federal Grade: GS-9 (equivalent HACU Federal Intern)

Be sure to include applicable details such as Veterans Preference, security clearance, relevant trainings and certifications.

**Qualifications Profile:**

* U.S. DOJ/FBI Top Secret Security Clearance, Status: Active
* FBI Overseas Survival and Awareness Training (OSAT), Test passed with a 93% Score
* Excellent verbal and written communication skills
* In-depth understanding of open-source information and standard journalistic practices

**Education: University of Denver, Josef Korbel School of International Studies** 09/2023 – Present 2200 S. Gaylord Street ▪ Denver, CO 80280

Master of Arts in International Security Concentration: Intelligence

Certificate: Homeland Security

Regional Focus: Middle East / U.S. Studies

Language Component: Arabic (5 credit hours completed)

**Colorado State University – Pueblo** 09/2018 – 05/2023 2200 Bonforte Blvd. ▪ Pueblo, CO 81001

Bachelor of Science in Mass Communications Emphasis Areas: Public Relations and Marketing Minors: Leadership Studies and Political Science Scholastic Honors: Magna Cum Laude

**Experience: Federal Bureau of Investigation (FBI), United States Department of Justice** 06/2023 – Present Byron G. Rogers Federal Building ▪ 1961 Stout Street ▪ Denver, CO 80294

Field Based Intern ▪ Cyber Squad 13 ▪ Pay rate: $14.00 per hr ▪ 20 hrs per week Duties:

On a federal resume, the employer address, pay rate, and hours per week are documented.

* Collaborate on various “Secret//NOFORN/FISA,” “Secret//NOFORN” and “Sensitive but Unclassified” projects supporting cyber investigations
* Participate in an FBI SWAT and Evidence Response Team field training exercise
* Coordinate with other members of the U.S. Intelligence Community providing investigative leads
* Search and analyze government and private databases assisting in investigations Training Completed:
* FBI Firearms and Fit Test Training
* FBI Overseas Survival and Awareness Training (OSAT)
* SENTINEL Training for General Users (FBI’s new Automated Case Support user-interface)

**Josef Korbel School Office of Career and Professional Development** 06/2023 – Present 2200 S. Gaylord Street ▪ Denver, CO 80280 ▪ Pay rate: $14.00 per hr ▪ 15 hrs per week

Graduate Assistant Duties:

* Maintain and update the Career Center student information database
* Compile and compose reports on student employment and internship data
* Arrange for logistical needs for various Career Center events

**David L. Williams Private Investigations (DLW)** 03/2020 – 06/2020 150 E. 10 Avenue ▪ Denver, CO 80203 ▪ Pay rate: $13.00 per hr ▪ 20 hrs per week

Investigative Assistant and Runner Duties:

* Researched and requested information relevant to DLW investigations from various state and municipal sources
* Maintained open case files and closed cases as appropriate
* Arranged interviews with “persons of interest” to DLW investigations
* Compiled discovery packets for clients and assisted in document examination

**Historic Arkansas Riverwalk of Pueblo (HARP)**

John Doe Resume | Page 2

200 W. 1st Street, Suite 312 ▪ Pueblo, CO 81003 ▪ Pay rate: $10.00 per hr ▪ 15 hrs per week

Interim Director of Marketing and Special Events 09/2019 – 01/2020 Duties:

* Designed and distributed all promotional and advertising material
* Oversaw all aspects of special events on the Riverwalk including: logistical issues, entertainment/talent, secured municipal licenses and permits, and arranged for road closures
* Managed a $150,000.00 marketing budget and allocated the budget accordingly
* Represented the Riverwalk at community committees, tourism expos and other official functions

Development Assistant (HARP Foundation) 07/2019 – 09/2019 Duties:

* Researched and assisted with writing grant proposals and grant reporting, including the collaboration on a proposal presentation team for a $1 million EDA grant which was awarded to the Riverwalk
* Presented to potential donors and foundations
* Managed various donor databases
* Created the HARP Foundation Newsletter

**Puget Sound Health Care System, United States Department of Veteran Affairs** 06/2018 – 09/2019 1660 Columbian Way ▪ Seattle, WA 98108 ▪ Pay rate: $10.00 per hr ▪ 20 hrs per week

Public Affairs Office/Primary and Specialty Care Medicine Intern Duties:

* Coordinated a national level Town Hall Meeting for a five state region (approximately 200 in attendance)
* Wrote, edited and designed patient information materials, press releases and professional correspondence
* Developed a case statement and $800,000.00 fundraising campaign for the Fisher House project
* Evaluated website content and developed an organizational plan for a new Brachytherapy website

**Colorado Springs World Arena and Ice Hall** 10/2017 – 05/2018 3185 Venetucci Boulevard ▪ Colorado Springs, CO 80906 ▪ Pay rate: $10.00 per hr ▪ 20 hrs per week

Public Affairs Intern Duties:

* Supervised marketing efforts resulting in a successful international figure skating event
* Wrote and distributed press releases reaching 75 nation-wide newspapers
* Arranged interviews between talent and local media
* Wrote content for event programs and coordinated with professional design teams making layout decisions

**Skills: Computer Skills**

This skills section is more technical and detailed than the qualifications profile. Consider sub- headings to organize your skills.

Software: Programming Languages:

* Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat and Dreamweaver)
* Macromedia Flash MX
* Web Pilot (U.S. Government Website Development Software)
* FBI Net (Sentinel/ACS)

**Honors & ▪** Capps Capozzolo Award for Excellence (2019)

* HTML
* Java Script
* WS FTP (Windows File Transfer Protocol)
* SQL (Basic level)

**Activities: ▪** Mass Communications Benji Award - Most Outstanding Graduating Senior in Public Relations (2019)

* + Who’s Who Among American Colleges and Universities (2019)

A federal resume typically includes much more detail about honors and activities than a standard resume.

* + El Pomar Scholars Program Delegate (2018/2019)
  + President’s Leadership Program Scholar (2015 – 2019)
  + El Pomar Leadership Scholar (2015 – 2019)
  + Hispanic Association of Colleges and Universities (HACU) Certificate of Merit (2018)
  + Virginia E. Ullmann Award Scholarship (2017/2018)
  + College of Humanities & Social Sciences Dean’s List (all 8 semesters enrolled)
  + President’s Leadership Program Certificate of Achievement (2016/2017)
  + United States Army National Scholar Athlete Award (2015)

**Interests:** Rock climbing, soccer, running, lacrosse, swimming, hiking, mountain biking, web design, graphic art/design, snow skiing, water skiing, camping, jet skiing, snowshoeing, mentoring youth, reading, and drawing

**JOSEF KORBEL**

A one-page resume works well for internships and jobs in most sectors, and for those just starting out in the field.

Josef.Korbel@du.edu • 303-871-4490 • [www.linkedin.com](http://www.linkedin.com)

**Qualifications Profile**

Phrases work well when you have more soft skills or need to provide more context.

* 2 years of experience managing education development projects in Latin America
* Qualitative and quantitative policy research and analysis skills in an international setting
* Speak, write, and read Spanish fluently; read and write basic Arabic and speak intermediate Arabic
* Excellent written and verbal communication skills

**Education** Denver, CO

**Josef Korbel School of International Studies, University of Denver** Expected June 2024

Master of Arts Candidate in International Development

You may choose to highlight 3-5 courses that help demonstrate you have skills/knowledge not immediately evident in your experiences.

* Certificate: Public Diplomacy
* Relevant Coursework: Economic Development, International Project Analysis

An optional way to highlight study abroad, thesis or other significant activity from undergrad.

**University of Colorado, Boulder** Boulder, CO

Bachelor of Arts in EconomicsMay 2020

* Studied abroad in Lima, Peru (Spring 2019)
* President, CU Boulder Green Party

**Relevant Experience**

Concluded experiences should have past-tense verbs. Current experiences should be in present tense.

Relevant Experience is an appropriate section heading when you want to highlight your most relevant positions and exclude others.

**FHI 360** Jaber, Jordan

**Program Assistant**July 2020 – Aug. 2022

* Researched and wrote the first draft of a policy plan to implement a new primary school curriculum
* Liaised between members of the community and the program team to adapt the new curriculum to appropriately meet the needs of the local population
* Compiled and analyzed quantitative data to evaluate student test scores following the implementation of the new curriculum

**Department of Economics, University of Colorado, Boulder** Boulder, CO

**Student Assistant**Sept. 2019 – May 2020

* Coordinated a successful two-day academic conference attended by over 200 scholars, including handling travel and venue arrangements, and creating all online and printed materials for the event
* Responded promptly to student inquiries about the academic requirements of undergraduate and graduate degree programs
* Prepared student internship and employment reports for faculty leaders and accurately reconciled monthly budget statements

**United States Agency for International Development** Washington, DC

**Volunteer Student Intern, Bureau for Legislative and Public Affairs** June – Aug. 2019

* Researched and wrote dozens of press releases about USAID-funded health projects in Latin America
* Compiled press coverage of USAID projects from Spanish-language media into a daily report for bureau leadership
* Wrote an article published in local media about a joint initiative between USAID and the Bolivian government to provide regional hospitals with modern medical equipment

If possible, quantify with numbers and/or financial impact of your work.

For each bullet point you should use the STAR Method format.

**Intercambio de Communidades** Longmont, CO

**Volunteer**Oct. 2016 – Dec. 2018

* Taught weekly English classes for adult learners and collaborated with staff to plan 15 fundraising events, including a barbecue that raised $6,000 for the organization

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**Technical Skills:** Microsoft Word, Excel, Outlook, PowerPoint, Adobe, Canva, Facebook, Twitter, Instagram