



**Josef Korbel School of
Global and Public Affairs**
UNIVERSITY OF DENVER

Office of Career and Professional Development

Resumé Toolkit

- 1) Getting Started
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 - a. Josef Korbel (1 page)
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Getting Started on Your Résumé

Resumés are dynamic documents that should clearly reflect your skills and experience as they relate to your desired future career. **Each résumé should be tailored to fit a specific job or internship.** Look at the position description and ask yourself, “What is this employer looking for?” Then, highlight those relevant skills, knowledge and experiences in your résumé. For example, a résumé submitted to a research analyst position should emphasize research, analytical and writing skills; while a résumé submitted for a development position should emphasize grant-writing, communication, and other fundraising skills. Additionally, there are different styles you should adopt depending on the sector and location (international versus domestic) of the position. Remember, writing a résumé is an art and is always a work in progress. Here are some tips to get started on a general résumé!

Formatting:

- We **do not** recommend using a template. Typically, they do not include the sections appropriate for global affairs and public policy, and you will quickly become frustrated at having to edit a template to customize your résumé for each application.
- Do not go below 11 pt. font for text size as it becomes very difficult to read.
- If you are just starting your career, you should be able to fit your résumé on one page, although there are exceptions to this rule. If you have more experience, you may choose a two-page résumé. If your résumé is two pages, make sure to fill at least three-quarters of the second page. Include your last name and the page number in the top right-hand corner of the second page.
- If your résumé feels cluttered, it may help to insert border lines above each new section.
- Thoroughly proof-read your résumé and be sure to have another set of eyes look over it for spelling and grammar mistakes since grammar check tools can miss some issues.

Resumé Sections & Content:

Header

- Your first and last name goes in the center at the top in a large-size font, with your contact information on the line below in a smaller font. You should always include your phone number and email address. You can also include your city and state (if you think this information is important for the position), as well as your LinkedIn profile (as long as it is updated). If relevant, you can also include a link to a blog/portfolio/personal website. Do not include your full residential address, a headshot, date of birth, or marital status. Double-check that your email address and phone number are accurate and make sure you check these regularly. Inserting a border line below your letterhead block helps to distinguish it from the rest of the résumé.
- This header should be consistent across all of your application materials (i.e. Cover Letter).

Qualifications Profile (Or Summary of Qualifications)

- The goal of the Qualifications Profile (or Summary of Qualifications) is to attract the reader and demonstrate that you are a strong candidate for this specific opportunity in a 10-second scan, so you should highlight how you can contribute to the organization and focus on the skills and/or experiences that are most relevant to the job or internship you are pursuing.
- You can include an additional Skills Section at the end of your résumé to include technical skills, language skills, and other hard and soft skills that are not featured in the Qualifications Profile but might still be

relevant to this industry and/or role. These additional skills can also be incorporated throughout the resumé in the Education and Relevant Experience sections.

- Both ATS and human screeners will skim your Qualifications Profile first and then your resumé to see if you have the required skills and qualifications for the position.
- A skill is any learned ability, and can include technical skills (i.e. Tableau, Python, Microsoft Office, Social Media platforms, Canva), hard skills (i.e. research, qualitative analysis, grant writing, budget management, event management, project management), and soft skills (i.e. critical thinking, leadership, public speaking and presentation skills, verbal, written, and cross-cultural communication skills, teamwork, problem solving).
- You can use short bullet points (Samuel L. Jackson sample) or longer, more descriptive bullet points (Josef Korbel and Marge Simpson samples).
 - If short bullet points: include 6-9 skills, competencies, or characteristics you have that fit the position description, such as “Grant writing” or “Statistical Analysis.”
 - If longer, more descriptive bullet points: highlight 3-5 skills, accomplishments, or overall experience level. For example, “3+ years of experience with planning fund-raising events for non-profits in the Denver area.”
 - Other options to consider: Key accomplishments, important trainings, certifications, and areas of expertise.

Education

- Since you are in school, in most cases we recommend putting this section before your work experience (Unless you have worked for many years or the job emphasizes experience over education).
- Make sure you have included all expected details for each degree or other education entry, including: institution name, degree name, graduation date.
- For the Josef Korbel School Section:
 - Put your expected graduation date. It is not necessary to include the date range.
 - *Note: Employers in the State of Colorado are required to keep from requesting age identifying information. Including your graduation dates could be considered indicative of your age and therefore the inclusion of these years could be made optional.*
 - List Josef Korbel School of Global and Public Affairs before the University of Denver.
 - List Denver, CO for the location.
 - List your certificate, concentration and/or regional focus, if applicable.
 - You can include Relevant Coursework, and you should adjust this section to fit the knowledge and expertise desired by the employer. Once you have several years of job experience, you can remove any coursework, especially if you can demonstrate the skill/competence/expertise through your Relevant Experience.
 - List any relevant publications you would like to highlight, unless you prefer to expand on these in a separate Research Experience section.
 - It is appropriate to list significant extracurricular activities you are engaged in through school, unless you would prefer to expand on these under the Relevant Experience section.
 - If listing any scholarships or achievements, provide a brief explanation of their significance.
- For your undergraduate and other educational experiences:
 - It is not necessary to put relevant coursework or all your extracurricular activities.
 - Include a thesis or other significant research work, if applicable

- Include any other significant skills learned or major leadership activity not covered in your graduate work.
- Include study abroad experience and language training, especially any done in the field.

Relevant Experience or Professional Experience

- By calling this section “Relevant Experience,” you can select which experiences you want to list without worrying about gaps. This also allows you to include volunteer work, internships, and involvement in on-campus organizations and leadership positions in this section, particularly if you have relevant, transferrable skills from each of these experiences.
- Note: Those interested in the security field should consider calling this section “Professional Experience.”
- List items in reverse chronological order, beginning with the most recent.
- For each experience, include: Organization/Company Name, Position Title, Location, Date Range of engagement.
- Begin every bullet with a strong action verb. Completed experiences should start with a past-tense verb. Ongoing experiences should have present-tense verbs.
- It is recommended to use no more than 5 bullet points per experience
- Bullet points should demonstrate key tasks/projects accomplished and knowledge/skills/competencies utilized. Include quantifiable details where possible and focus on achievements instead of just listing everyday duties/job responsibilities. Be concise but provide enough detail to show how you excelled in the position.
- Utilize the S.T.A.R. method when writing your bullets: Situation/Task, Action, Result. Bullet points should answer the following questions: What did I do? Who did it impact? How many times? What was the result?

Additional Sections

- Resumés can have different sections, depending on what allows you to best highlight your qualifications for a particular role.
- At minimum, the key sections to include are: Header, Summary of Qualifications, Education, Relevant Experience.
- Additional sections to consider including are: Community Involvement, Research & Publications, Technical and Language Skills, Certifications, Awards & Honors.

JOSEF KORBEL

Josef.Korbel@du.edu • 303-871-4490 • www.linkedin.com

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

Qualifications Profile

- 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

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

Education

Josef Korbel School of Global and Public Affairs, University of Denver

Master of Arts Candidate in International Development

Denver, CO

Expected June 2027

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

University of Colorado, Boulder

Bachelor of Arts in Economics

- Studied abroad in Lima, Peru
- President, CU Boulder Green Party

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

You may want to highlight 3-5 courses that demonstrate you have skills or knowledge not immediately evident through your experiences.

Boulder, CO

May 2022

Spring 2019

Relevant Experience

FHI 360

Program Assistant

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

Jaber, Jordan

July 2022 – Aug. 2024

- 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

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

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

Department of Economics, University of Colorado, Boulder

Student Assistant

Boulder, CO

Sept. 2021 – May 2022

- 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

Volunteer Student Intern, Bureau for Legislative and Public Affairs

Washington, DC

June – Aug. 2020

- 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

As much as possible, quantify results and demonstrate the impact of your work.

Intercambio de Comunidades

Volunteer

Longmont, CO

2018 – May 2020

- 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

Technical Skills: Microsoft Office, Adobe, Canva, Facebook, Instagram, Zoom, Google Suite, Tableau

Samuel L. Jackson

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

You can include a city and state,
but do not include a full
residential address.

SUMMARY OF QUALIFICATIONS

- Project management & evaluation
- Grant management & reporting
- Budget management
- Case management
- Event planning
- Qualitative analysis

Shorter bullets (typically 6-9)
work well if you want to
demonstrate specific skills.

EDUCATION

Josef Korbel School of Global and Public Affairs, University of Denver

Master of Arts: International Studies

Concentration: Conflict Resolution

Denver, Colorado

Expected June 2027

University of Omaha

Bachelor of Arts: Psychology

Minor: International Studies

Omaha, Nebraska

Dec. 2020

- Study abroad in the Czech Republic

Spring 2019

PROFESSIONAL EXPERIENCE

Y.O.U. Youth Services

Foster Care Family Specialist

- 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.
- Collaborated with Nebraska Health and Human Services and community health providers to ensure consistent service, accurate documentation, and communication across agencies.

Omaha, Nebraska

Feb. 2023–Aug. 2025

Project Manager - Health and Refugee Outreach

Feb. 2021–Feb. 2023

- 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 – May 2020

- Organized project documents completed by 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

Red Cross CPR certification

Secretary, Omaha Young Professionals Networking Group

Y.O.U. Youth Advisory Board

America Reads Tutor

An optional section like this is useful if you have numerous short-term volunteer experiences. If a volunteer activity is long-term and demonstrates relevant skills, then it can be included under "Experience."

2020 – Present

2022 – 2025

2021 – 2024

2017 – 2020

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

Including your LinkedIn profile is optional. If you do make sure it is updated!

Marge Simpson

303.867.5309 msimpson@gmail.com [linkedin.com/in/margesimpson](https://www.linkedin.com/in/margesimpson)

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 Microsoft Office demonstrated by creating reports, presentations, and analyzing data

EDUCATION

Josef Korbel School of Global and Public Affairs, University of Denver

Denver, CO

M.A. Candidate, International Studies

Expected June 2027

Concentration: Security and Development

University of Iowa

Iowa City, IA

Completed graduate coursework in International Relations

May 2025

University of Colorado

Boulder, CO

B.A. Political Science; Minor, History

May 2018

Study abroad: Florence, Italy

PROFESSIONAL EXPERIENCE

Women for Women International

Moscow, Russia

Intern

June 2024 – August 2025

- 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 2023 – May 2024

- 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 2020 – May 2023

- 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

Barnes & Noble (continued)

Denver, CO

Business and Education Accounts Representative

January 2019 – January 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 Facilitator

June 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
- Recorded tutor evaluations, tutoring appointments, and created new client files via data entry

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 Intern

June 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, but want to separate it from your Experience section

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) – Volunteer

June 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

2025-2027

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

April 2018

Completed intensive German language courses 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

LANGUAGES

German: Advanced reading, writing, speaking

Russian: Intermediate reading, writing, speaking

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

TECHNICAL SKILLS

Microsoft Suite, Python, Canva, Adobe

Look for highlights to see options for sharing your story:

Yellow = ideas for showcasing your identities Blue = ideas to protect your identities

You can include pronouns if you want to showcase your identity.

JOSEF [or first initial] KORBEL

Pronouns: Pronunciation

Josef.Korbel@du.edu • 303-871-4490 • www.linkedin.com

One way to avoid potential bias is to put your first initial and last name.

You can highlight language skills in several different ways.

Qualifications Profile

- 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
- Native Spanish speaker and first-generation student committed to social justice through education reform
- Excellent written and verbal communication skills

Education

Josef Korbel School of Global and Public Affairs, University of Denver

Denver, CO

Master of Arts Candidate in International Development

Expected June 2027

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

University of Colorado, Boulder

You can highlight roles in political affiliations. If you want to highlight your role but not your affiliation you can write in more neutral terms.

Boulder, CO

Bachelor of Arts in Economics

May 2022

- Studied abroad in Lima, Peru

Spring 2019

- President, CU Boulder Green Party

- President, CU Boulder Political Organization

You can choose to exclude possible age-identifying information, such as graduation dates.

Relevant Experience

FHI 360

Jaber, Jordan

Program Assistant

July 2022 – Aug. 2024

- 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
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Technical Skills: Microsoft Office, Adobe, Canva, Facebook, Instagram, Zoom, Google Suite, Tableau

Look for highlights to see options for sharing your story:
Yellow = ideas for showcasing your identities
Blue = ideas to protect your identities

Samuel [or First Initial] L. Jackson

Pronouns: (She/Hers; He/Him; They/Them) Pronunciation: (xxxxx)
Samuel.Jackson@du.edu ▪ (303) 871-4490 ▪ Hollywood, CA

You can include pronouns and proper pronunciation of your name if you want to showcase your identity.

SUMMARY OF QUALIFICATIONS

- Project management & evaluation
- Grant management & reporting
- Budget management
- Case management
- Event planning
- Qualitative analysis

EDUCATION

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Denver, Colorado
Expected June 2027

University of Omaha

Bachelor of Arts: Psychology
Minor: International Studies

Omaha, Nebraska
Dec. 2020

- Study abroad in the Czech Republic

Spring 2019

PROFESSIONAL EXPERIENCE

Y.O.U. Youth Services

Omaha, Nebraska

Foster Care Family Specialist

Feb. 2023–Aug. 2025

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Lincoln, Nebraska

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COMMUNITY INVOLVEMENT

Red Cross CPR certification

2020 – Present

Secretary, Omaha Young Professionals Networking Group

2022 – 2025

President of Students for Social Justice

2019 – 2020

President of Student Organization on Campus

2019 – 2020

America Reads Tutor

2017 – 2019

You can highlight roles in organizations that might be considered political. If you want to highlight your role but not your affiliation you can write in more neutral terms.

Action Verb List

Each bullet point should start with a verb like this!

Accomplished	Determined	Observed
Achieved	Developed	Obtained
Administered	Devised	Organized
Advised	Directed	Oversaw
Analyzed	Discovered	Performed
Appraised	Edited	Persuaded
Arbitrated	Eliminated	Piloted
Arranged	Ensured	Prepared
Assessed	Equipped	Presented
Assisted	Established	Produced
Audited	Evaluated	Programmed
Bought	Examined	Projected
Briefed	Expanded	Promoted
Brought	Financed	Publicized
Budgeted	Forecasted	Purchased
Built	Formulated	Qualified
Calculated	Founded	Questioned
Changed	Generated	Raised Profits
Chaired	Governed	Recommended
Collected	Graded	Recorded
Communicated	Guided	Reduced
Completed	Handled	Researched
Conceptualized	Hypothesized	Reviewed
Conducted	Implemented	Selected
Consolidated	Improved	Solved
Constructed	Initiated	Specified
Controlled	Instituted	Structured
Coordinated	Introduced	Summarized
Counseled	Investigated	Supervised
Created	Maintained	Systematized
Critiqued	Managed	Tested
Delivered	Modified	Trained
Demonstrated	Monitored	Translated
Designed	Negotiated	Wrote