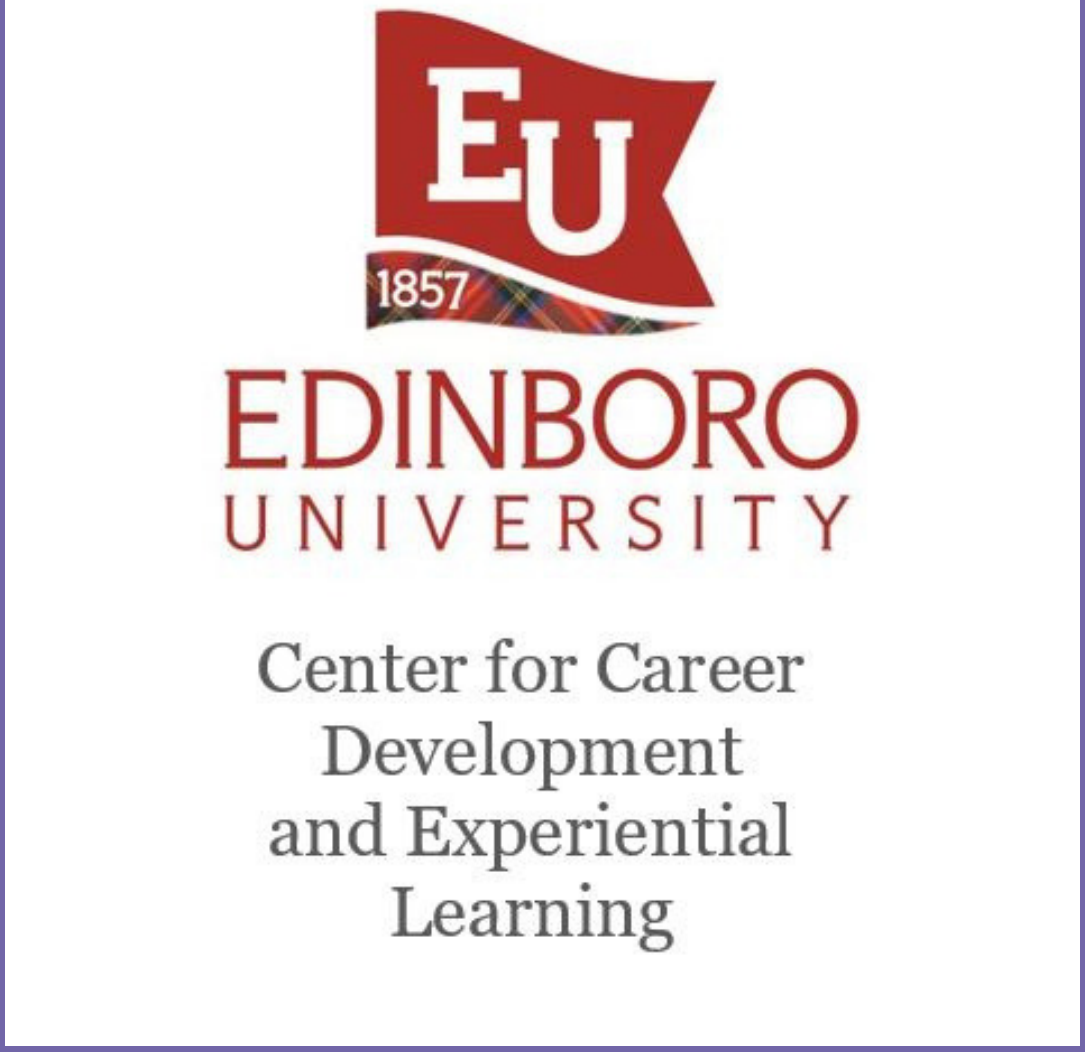
Resume Samples

2019-2020



PUBLIC SERVICE, LAW & GOVERNMENT

Future Government Analyst

555 Main Street Anytown, USA (215) 555-5555
lawstudent@anycollege.edu

EDUCATION

Edinboro University of Pennsylvania — Edinboro, PA
Bachelor of Science in Economics — May 20xx

- Intended Concentrations: Finance and Accounting
- Student Clubs: ATHENA International - Member, Ultimate Frisbee, Alumni Relations Council – Website Committee

WORK EXPERIENCE

Citi — Miami, FL
June 2017 - August 2017
Summer Mentorimg Program - Mentee

- Accepted into highly selective, 10-week program designed to provide students an understanding of finance
- Trained by Citi professionals on fixed income and equity markets, stocks and bonds, options, credit derivatives, and long and short hedging positions
- Developed a working knowledge of investment banking, capital markets, research, sales and trading, and hedge funds
- Received advice and information from various industry executives at Citi

Citi — Coral Gables, FL
Part-Time Intern — June 2017 - August 2017

- Invited by Citi to become a part-time intern for the length of the mentoring program
- Assisted seasonal sales associates and summer interns with cold-calling to build communication skills, establish rapport, pitch features and benefits offered by the company, and understand consumer behavior
- Introduced to Morning Star fund reports, credit rating agencies including Moody's and Finch, and mutual funds, options, futures, equity, and debt
- Shadowed interns in the office to understand how to effectively operate and work in a fast-paced environment when managing numerous tasks and responsibilities

Standard Chemicals, LLC — Coral Gables, FL
Intern — June 2016 - August 2016

- Analyzed current balance sheets and presented research to highlight financial changes and additional costs incurred by the company
- Calculated weekly profit margins and attended business meetings in Miami with the President
- Worked in a professional environment with corporate executives to learn marketing and sales techniques as well as business management

Gables Tutors — Coral Gables, FL
August 2015 - June 2016
Regional Tutor

- Worked with founders to contact families in Miami in search of tutoring for SAT and several high school subjects
- Developed and marketed the company email template for prospective tutoring clients; template is currently used as the company's foundation email for other tutors to use in their respective regions
- Provided tutoring services to a diverse clientele and helped create a niche for the company in Miami

Board Enterprises — Tel Aviv, Israel
Summer Intern — July 2015

- Participated in a “Cost of Living” project alongside other factory workers to improve working environments
- Traveled to different parts of Israel to find the most economical place to live with bare necessities
- Calculated weekly profit margins and worked with factory workers to learn how to manually develop company products

EXTRACURRICULAR ACTIVITIES

- Student Government (School Liaison/Activities Coordinator/Executive Board), Model United Nations (President), Musical Instruments (Head Alto Saxophonist and Violinist), Acapella Group (Treasurer), Varsity Basketball (Co-Captain), Coral Gables Investment Club (Director of Events), National Honor Society, Math Club

Future Attorney

School Address: 555 Main Street, Edinboro, PA 16412 555-555-5555
Home Address: 500 Park Street, Minneapolis, MN 55199 student@anycollege.edu

EDUCATION

Edinboro University of Pennsylvania, Edinboro PA May 20xx
Bachelor of Arts in Political Science
Cumulative GPA: 3.43/4.00
Coursework: Current Issues in Global Politics, Methods of Political Analysis, Macroeconomics, French, Spanish and Chinese Mandarin languages, Western History

WORK EXPERIENCE

McCormick Enterprises, McLean, VA Summer 2017
Intern, Economics and Policy—Office of the Chief Economist

- Aided in weekly collection of mortgage rates of 125 originators for use in national survey on primary housing market
- Improved survey accuracy by identifying faults in sample and contacting top 15 originators to increase participation
- Analyzed 52 reports detailing the state and national mortgage markets for publication on Freddie Mac website

Joseph H. Lauder Institute of Management and International Studies, Philadelphia, PA Spring 2017
Research Assistant, Luxury Goods

- Assisted Professor Tom Smith and two graduate students in compiling market reports on the luxury goods industry

Toyota Financial Services, Minneapolis, MN
Intern, Finance Products Summer 2016

- Created amortization model and programmed VBA script to build Step Rate Loan Analysis
- Conducted industry research on subprime auto-finance products and wrote 16 page report on findings for manager
- Compiled and organized 4 years of Lexus incentive programs data for analysis by risk department

Creativdesign Group, Inc., Minneapolis, MN Summer 2015
Marketing Intern

- Supported Project Manager in handling all logistics for the Hyundai Priority Dealer Program
- Coordinated production of 2 customer video shoots of 12 dealerships in San Diego and Minneapolis markets

LEADERSHIP EXPERIENCE

Marketing Undergraduate Students Establishment (MUSE) Spring 2017 – Present
Manager, Finances

- Maintain organization finances, including managing $10,000 annual budget and coordinating all reimbursements
- Sponsor and attend all MUSE activities, supporting other 10 board members as needed

SKILLS AND INTERESTS

Language Skills: Studied 3 years of Spanish and 2 years of Mandarin Chinese
Computer Skills: Proficient in MS Office, basic programming in VBA, MatLab, and Python
Interests: Yoga, chess, Japanese pop art, foreign languages, and extreme sports

Gary Gordon

(555) 555-5555 | someemail@email.com

EDUCATION

Edinboro University of Pennsylvania, Edinboro, PA — May 20XX
Bachelor of Arts: Criminal Justice
Minor: Data Analytics
GPA: 3.98

INTERNSHIP

Intern | Office of External Affairs — May – Aug. 20XX
Overseas Private Investment Corporation (OPIC), Washington, D.C.

- Analyzed current geopolitical data from assigned countries political risk to capital
- Created publications about OPIC for general consumption for the public
- Aided in the research for legislation for business interests as it relates to the United States Government

WORK EXPERIENCE

Assistant — Dec. 20XX - Present
Representative Patrick J. Harkins, Erie, PA

- Engage the community going door to door and by telephone doing surveys related to crime demographics and other social concerns
- Compile reports based on Erie labor conditions for public employees to aid in the sponsoring of legislation HB1082
- Listen to experiences of constituents to make connections between experiences and issues and build connection and solidarity between members of the Erie community

Cashier — Aug. 20XX – Present
Fine Wine and Spirits, Edinboro, PA

- Answer customer questions regarding selection of wine and alcoholic spirits including assisting in the selection to match customer palate
- Verify customer eligibility to purchase alcoholic materials in accordance with Pennsylvania Liquor Control Board policies
- Maintain knowledge of foreign and domestic wines, champagnes, and liquors including drink recipes and drink types

CAMPUS INVOLVEMENT

Edinboro University Student Government Association: Student Member
Alpha Phi Sigma: Member
Edinboro University Faculty Senate: Student Representative
Edinboro University Buildings and Grounds Committee: Student Representative
Edinboro University Forms Task Force: Student Representative

VOLUNTEER EXPERIENCE

Edinboro Volunteer Fire Department: Fire Police

FEDERAL RESUME TEMPLATE

Name (at least 14-16 point font; bold and/or italicized)
Street Address, city, state & zip on one line
Phone number(s) and e-mail address on one line

(Use some type of line to separate your name and contact info from the body of your resume)

NOTE 1: **Federal resumes do not have a specified page length**. The two-page limit for private sector resumes will actually hinder you when applying for federal jobs. Sing your WHOLE song! Your competitors do!

NOTE 2: Use 12-point font for your resume – it is the standard; minimum is 11-points. This resume template is in 12-point font.

NOTE 3: Make your headings stand out. Use all capital letters, bold, italics, or underlining, or some combination, but NOT all four: two are best. For example, use **bold and underlined**, ***italic and bold***, or *italic and underlined* or **ALL CAPS and bold**, ALL CAPS and underlined, or *ALL CAPS and italic*. You might also want to make your headings 1 point higher than the font you use. In this template, the headings are in 13-point font.

NOTE 4: Your name should be on each page of your resume, but don't use the same heading as on your first page. Use a footer in a smaller font size (10 or 11). It is helpful to use the numbering format that indicates how many pages your resume is (see footer and page number format below). Putting a page number on the first page is optional.

NOTE 5: This format will make your resume easy to follow and looks neat and uncluttered. Do not jam everything close together. Use line spaces to separate sections. However, do not use too much white space: it is wasted space and will make your resume longer than it needs to be.

Position Applying for: Write the job title/series/grade of the position you're applying for. Then write the vacancy announcement number. Including the name and location of the agency you're applying to is optional, since the vacancy announcement specifically identifies a job in a particular agency.

Personal Information:

Citizenship: U.S.A. ● SSN: xxx-xx-1234 ● Veteran's preference: ● Reinstatement eligibility: ● Highest Federal grade held: write down the pay schedule/series/grade of the position as well as the dates you worked at the job.

Qualifications Summary:

- Use bullet points to list several key skills, experiences, licenses, abilities that you have. Do not write complete sentences!

- This is where you begin to sell yourself. If reviewers only look at your resume for a few minutes, what key things about you would you want them to know?
- Think of this section as your "sandwich board sign."

Academic Education & Honors:

- Use bullet points to list your academic education (job-related training comes later)
- Start with your highest-level degree first and work backward.
- Here's how I format mine:

  --Ph.D. (May 1997)**, Howard University, Washington, D.C**. **20059** Major: *Organizational Communication (human communication studies)*. Dissertation title: *"From Program Towards Process: Federal Employee Socialization, 1940-1990."* (61 semester hours, GPA 3.8 on a 4.00 scale)

- If you received any honors or awards in your degree program, make a section called "Honors:" and then list them. You have to give the degree, the month/year you received it, the name, city and state of the school where you received the degree. You must also give the number of hours—identified as either semester or quarter) that you had in your major (I also include my minor, but that's optional). Many agencies also ask for your GPA (sometimes in just your major, sometimes overall) and what the scale was. I always include my GPA so I don't have to worry about looking for it.
- If you attended college but didn't get a degree, give the same information as above, but state the number of hours you took and what your area of study was.

Employment History*:*

- NOW we get to your work history. You're probably on your second page by now. Federal resumes are chronological. You are only required to go back 10 years in your employment history: you decide how far back you want to go. If you previously held a job that relates to the job you are currently applying for, you should include it. However, you must include ALL of the jobs back to that job; you can't skip jobs just to include it. Start with your current job and work backwards.
- **The following information MUST be included for all of the jobs you list**: see my sample below:

  --First line: Put the dates you held the position (month/year – month/year) on the left of the page (it's easier to read) and the job title in **bold** and/or *italic*)
  --Second line: Name of organization, city/state/zip (not bolded)
  --Third line: Salary (per hour/month/year), Number of hours per week (e.g., 40 hours/week)
  --Fourth line: Supervisor's name and contact info (phone and e-mail), indicate whether or not he/she can be contacted

- Come down one line and then start listing your duties in bullet points. Make a heading for "Duties." (I use an underlined heading) List your MOST IMPORTANT duties first.

- Make sure that the verbs in all of your jobs other than your current one are in past tense.
- When you've finished listing your duties, come down one line and make a heading for "Results", "Accomplishments", or "Achievements."
- You should have **at least** one or two accomplishments in each job. Accomplishments include promotions, bonuses, plaques, certificates/letters of commendation, awards, special training, special projects, etc. Give the month/year for each accomplishment. List your most important accomplishments first.

Job-Related Training:

- Make a sub-heading for each type of training that you plan to include. For example, my sub-headings are Supervision/Management, Human Resources Management, Analysis/Evaluation and Project Management, Training and Employee Development, Information Technology, and "Other."
- Under each sub-heading you create, list the course/training you took. Here's my sample under the HR heading:

  April 13-15, 1992 Supervising Employee Performance, Conduct, and Leave (24 hours, OPM Training Center, D.C.)

- Include the date(s) of the training, the name of the training, the organization that sponsored the training, how many hours/days it lasted, and where the training took place.

Job-Related Certifications*:*

- Using a bullet list, include any important certifications or licenses you have. Give the name of the certification/license, the organization that granted it (and location), and how length of the certification (dates).

Job-Related Skills:

- Include language skills (not your high school French!); state your level: novice, intermediate, advanced
- Include skills with machines (e.g., office machines, computers. Give specific names and model numbers)
- List computer software you know how to use (be specific and give the name of each program and its version. See my sample:
  --Able to use the following software: Windows XP Operating System, Microsoft Office 2003 & 2007 (PowerPoint, Word, Outlook), WordPerfect 9 word processing, Lotus Notes (e-mail), Printshop Deluxe, Printmaster; adept at using the Internet to conduct research. Type approximately 60 words per minute.

Job-Related Honors, Awards & Special Accomplishments:

- Use a bullet list to include any awards that you didn't previously put under your job accomplishments.

Volunteer/Community Service & Awards:

- Volunteer/community service can provide you with a range of skills. If you've done any volunteer work that you think gave you good skills or that you think will reflect well on your resume, put it here, using a bulleted list. Make sure to include if you held any elected offices. Here's my sample:
- Served on the ASTD Federal Forum Planning Committee from 1999-2004 and was a member of the Federal Team (FedTeam 2002) that produced the first "Conference-within-a-Conference" (CWC) for Federal HRD specialists at an ASTD Conference in June 2002 (I was also a presenter at the conference). For this achievement, our team received ASTD's 2002 "Volunteer-Partnership Award" at the 2003 Conference in San Diego, CA. I was the co-chair of the FedTeam that produced the expanded Public Sector CWC at ASTD's 2004 conference (May 24-25, 2004) in Washington, D.C.

Professional Affiliations:

- Using a bulleted list, include professional organizations that you belong to, especially if they relate to the type of work you do or want to do. Include the name of the organization, your role, and the dates of your membership. Here's my sample:

  --International Public Management Association for Human Resources (IPMA-HR) (member, 2009 – Present)

- Even if you are no longer a member of a professional association that relates to the type of work you are seeking, you might still want to list it on your resume and include dates that you were a member. Here's my sample:

  --Human Resource Association of the National Capital Area (HRA-NCA) (member, circa 2006 - 2008)

NOTE 6: On Federal resumes, references are not required. However, it would be helpful to have three references and their contact information on the resume just in case the interviewer would like to contact them after he/she interviews you. Another option is to bring the names and contact information for three references with you to the interview on a separate sheet of paper with your name and contact info as the heading. Make sure that the references you provide are the best ones for the particular job you are applying for: some references are better than others. I switch references based on the job I am applying for.

(Revised January 21, 2011)