

Resume Examples

GOVERNMENT AND PUBLIC SERVICE

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Poly T. Icicle

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Permanent Address:

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Saratoga, NY 99999

- ◆ Research ◆ Analysis ◆ Organize and interpret data ◆ Oral and written communication
- ◆ Problem-solving ◆ Computer skills (MS Office, Internet, Front Page, C++, HTML, Adobe Photoshop)
- ◆ Works well individually and in teams ◆ Excellent time-management abilities

Education

B.A., Political Science and Philosophy, New York University, NY — anticipated 2004

- **Multidisciplinary Political Science Major**, concentration in International and Global Affairs; minor in International Studies with a **3.3 GPA; Dean's List**, 2003.
- Courses include: World Politics, Comparative Politics, Political Philosophy, Dynamics of International Conflict, Diplomacy in a Changing World, Democratization and Globalization, Global Democratic Revolution, Human Rights since 1945, International Economy – Global Issues.

College Papers: “The Balkans — Europe’s Greatest Tragedy”; “How to Democratize Iraq —The Aftermath of Operation Iraqi Freedom”.

Presentations: “What the Rest of the World Thinks of America”; “Europe and America”.

Experience

Conference Coordinator (Internship)

INSTITUTE FOR WORLWIDE RELATIONS, White Plains, NY 2000–2004

A non-profit organization with offices in London, New York, and Rome. Dedicated to increasing communication between cultures, promoting understanding, and facilitating dialogue on a political level.

- Organized and coordinated two 50-person conferences on “European-American Relations in the 20th Century and Beyond” and “Young Leaders of Tomorrow”:
- Worked closely with the directors on conference topics.
- Managed and planned all conference logistics.
- Corresponded accurately and clearly with participants and internal management.
- Solved problems and issues as they arose, ensuring a gratifying experience for all.

Intern

LITERACY, New York, NY 2001–2002

A non-profit organization focused on literacy in the New York City Metropolitan area.

- Drafted and edited the charter application for the LITERACY New York Charter School, resulting in its approval by the NY State Board of Regents in March 2001.
- Researched city and state laws.
- Communicated orally and in writing with city and state officials, highlighted concerns between various agencies and the school, and problem-solved issues.
- Simplified, reorganized, and maintained computer network.

Sarah T. Freeman

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EDUCATION

SAINT GREGORY'S COLLEGE OF CALIFORNIA, Crest Ridge, CA 2014 – 2018
Bachelor of Arts in Politics
Cum Laude, GPA: 3.5/4.0

Relevant Projects:

- Thesis: The War on Drugs: A Battle that is Destroying America-Putting a Stop to Mandatory Minimums.
- Group Project: Comparison between U.S. and Canadian health care systems.
- Group Project: The death penalty in the U.S. – Do I agree.

EXPERIENCE

Intern U.S. CAPITOL Washington, DC 2019 – 2020

Attended American University and assisted a California senator performing research for the Senate Minority Committee on technology, terrorism, and government information. Coordinated the Senator's schedule via computer data entry. Assisted pressroom employees and regularly interfaced with constituents in person and by phone.

- Gained insight into government processes at a federal level.
- Learned to use the congressional Research Center.
- Gained overview of how constituents directly affect the law-making process.
- One of only two chosen from US for prestigious internship.

English Teacher ENGLISH FRIENDS ACADEMY South Korea 2018 – 2019

Taught all levels of English to kindergarten through middle school classes ranging from five to ten children. Taught kindergarten computer basics.

- Motivated children to improve English skills.
- Successfully interfaced with parents and peers.

Other Employment:

Seasonal and temporary jobs as childcare provider, secretary, and salesclerk. 2010 – 2014

COLLEGIATE ACTIVITIES

- Member, Portuguese Club 2014 – 2015
- Volunteer, Dorothy Day House (Feeding Homeless) 2015
- Volunteer, American Red Cross (Helping Flood Victims) 2014
- Volunteer, March of Dimes Walk America (Fighting Birth Defects) 2014 – 2015

LAW SCHOOL CANDIDATE

email@email.com

Street Address | City, ST zip

XXX-XXX-XXXX

EDUCATION

UNIVERSITY OF STATE, City, ST
BA in Sociology, minor in Business, expected completion April 2012

RESEARCH & TEACHING

PROGRESS IN ACTION PROGRAM, City, ST 2009-Present
Teaching Assistant (Fall 2010 - Present)

- Provided instruction, grading, and mentoring for course preparing university students to volunteer with a program designed to reduce recidivism among over 200 juvenile delinquents.
- Aided professor in grading assignments and tests to determine students' final grades.

Research Assistant (Winter 2009)

- Provided research and support for publication of article in peer-reviewed journal.
- Presented research and data at Pacific Sociological Association (PSA) Conference in Oakland, California.
- Co-authored second paper on program results for upcoming PSA conference.

PROFESSIONAL EXPERIENCE

LAW FIRM, City, ST Summer 2010
File Clerk

- Won unsolicited position as unpaid clerk and transitioned to paid position within a week based on assertiveness and performance.
- Researched cases, wrote findings summaries, and made presentations to attorneys for cases involving bankruptcy, real estate, litigation, and family law.
- Filed correspondence and other case documents and filled ad hoc assignments as a runner.
- Demonstrated professional demeanor, strong work ethic, and positive attitude.

LAW FIRM, City, ST Summer 2009
File Clerk

- Convinced attorneys to hire me on a volunteer basis, then demonstrated my worth and was hired with pay one month later.
- Filed correspondence for cases in divorce, real estate, and criminal matters.
- Fielded client phone calls and provided client reception.

SEAFOOD RESTAURANT, City, ST Summer 2009
Waiter

- Worked long hours serving diverse clientele; demonstrated dedication, reliability, and hard work.

VOLUNTEER EXPERIENCE

ROTARY CLUB, **Service Committee President** 2009-Present
• Organized students to perform community service projects, including fundraising for African schools.

CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS, **Proselytizing Missionary** 2006-2008
• Devoted two years of full-time service to teaching Christian principles and providing service to diverse families and communities within the Salt Lake City, Utah, area.
• Tapped as personal assistant to the Mission President, the highest available leadership position.
• Trained and mentored new volunteers; coordinated and conducted mission-wide meetings and conferences.

MARY HOWARD

Present Address

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Permanent Address

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814-666-8888

OBJECTIVE: An internship to gain practical experience in one aspect of the field of law enforcement.

EDUCATION: Bachelor of Science in Criminology , May 2014
The Pennsylvania State University, University Park, PA

Relevant course work:
Policing, Criminal Investigation, Juvenile Delinquency,
Crimes Code, Criminology, Sociology, Criminal Procedure
and Evidence, Criminal Law.

EMPLOYMENT:

9/06–present Department of University Safety, Student Auxiliary
University Park, PA 16802
Student Supervisor

Supervise over 70 student officers who perform safety
and security functions including traffic and crowd control as well
as property security. Responsibilities include Museum of Art
student security supervisor, payroll supervisor, and scheduling of
details for the Student Auxiliary.

Summers St. Marys Borough
04–05 St. Marys, PA 15857
Lifeguard

Responsible for the safety of patrons using the pool facilities and the surrounding area.

6/03–7/04 McDonald’s Restaurant
St. Marys, PA 15857
Cashier

**VOLUNTEER
EXPERIENCE:**

4/05–present American Red Cross
St. Marys, PA 15857; State College, PA 16801
Multimedia/Standard First Aid Instructor, Swimming Instructor
(WSI)

2/05–present American Heart Association
State College, PA 16801
CPR Instructor

10/02–7/03 Special Olympics
St. Marys, PA 15857
Swimming Instructor

CHRIS M. SELLERS

Street Address, City, State, Zip Code, Phone Number, Email Address

EDUCATION

Bachelor of Arts, Western Michigan University, Kalamazoo, MI

Major: Criminal Justice, Minor: Sociology, GPA: 3.25, Dean's List: Year-Year

Related Coursework: Criminal Law and Procedure, Sociology of Law Enforcement, Juvenile Delinquency, Correctional Process, Advanced Criminology, Organizational Communication and Sociology

RELATED EXPERIENCE

Investigator, McGough & Associates, Chicago, IL, Month Year - Month Year,

Operate the West Michigan office for a nationwide investigative firm. Conduct daily surveillance investigations and obtain videotape footage for worker's compensation cases. Perform background checks. Utilize creative mind to develop information relative to claimants. Communicate with clients, investigators, and sales representatives on day-to-day basis.

Prepare reports and bill sheets for each file.

Intern, Lady Eyes, Grand Rapids, MI, Month Year - Month Year

Learned state-of-the-art technology and investigative methods in three key areas: worker's compensation, background checks, and marital. Assisted in generating new clientele. Participated in tracking individuals under suspicion and used organizational skills to record activities.

Intern, Office of Drug Treatment Court Programs, Kalamazoo, MI, Month Year - Month Year

Monitored attendance and compliance with sanctions for Men's Drug Court. Observed effects of program requirements and witnessed benefits of rehabilitation as well as attitudes of non-successful participants. Interacted with Drug Court staff, lawyers, judges, and program participants. Verified and updated personal information into computer database (CCAMIS) and filed confidential items. Researched and compiled statistical data for annual reporting.

ADDITIONAL EXPERIENCE

Information & Referral Specialist, WMU Career Center, Kalamazoo, MI, Month Year - Month Year

Promoted from Career Resource Assistant. Enhanced relationships with students and faculty by becoming a key communication foundation in the department. Accountable for a wide range of campus information. Accommodated needs and provided supportive environment for employers and candidates participating in professional interviewing. Performed specialized functions such as statistics and reports.

ACTIVITIES AND AWARDS

- Michigan Council of Private Investigators
- Alpha Phi Sigma (National Criminal Justice Honor Society)
- Who's Who Among Students in American Universities & Colleges
- Zingerman's Customer Service Training: "The Art of Giving Great Service"