

# SAMPLE STUDENT

1839 Mizzou Way | Columbia, MO 65201 | (555) 555-5555 | samplestudent@mail.missouri.edu

Veterans Pref: N/A | Citizenship: USA | Security Clearance: Secret

## SUMMARY

Resourceful professional with federal work experience and expertise in management, investigation, and public policy. Familiar with legislative, administrative and judicial systems. Skills include:

Customer and constituent relations  
Survey design & administration  
Project management & coordination  
Grant writing

Strong oral & written communication skills  
Quantitative & qualitative research & analysis  
Project/program monitoring & evaluation  
Public policy analysis

## EDUCATION

**University of Missouri, Harry S Truman School of Public Affairs, Columbia, MO**

Master of Public Affairs, Expected Graduation May 20\_\_

- **Specialization:** Public Policy
- **Study Abroad:** Policies & Institutions of the European Union, Belgium, March 20\_\_

**University of Missouri Columbia, Columbia, MO**

Bachelor of Arts - Political Science, May 20\_\_

- **Honors:** Phi Beta Kappa, Dean's List (8/8 semester)

## PROFESSIONAL EXPERIENCE

**National Records Center, US Department of Agriculture, Lee's Summit, MO**

**Student Experience Program, May 20\_\_ – August 20\_\_**

Grade Level: GS-5                      Hours per week: 40

**Supervisor:** Truman Tiger, Truman.Tiger@usda.gov

- Accepted incoming calls from Federal Bureau of Investigation and maintained records of customer interactions, recording details of inquiries or comments, as well as actions taken to ensure accuracy
- Developed reports, briefings and issued papers requested by the supervisor
- Answered questions from callers and advised them to the proper course of action for their situation
- Continuously kept the on-duty supervisor informed of case status and workloads; prepared the necessary reports for monthly audits
- Made requests for records and/or research in multiple automated systems, analyzed information for less complex requests for information; responded to caller via electronic mail, fax, scanned image, or telephone
- Determined other offices and/or agencies that may have related information and took appropriate action or passed information on to caller for action

**Institute of Public Policy, Columbia, MO**

**Graduate Research Assistant, August 20\_\_-Present**

Grade Level: n/a                      Hours per week: 10

**Supervisor:** Jane Johnson, johnsonjane@missouri.edu

- Collected and analyzed nationwide data for the Planning for Regional Resilience Project; specifically investigated environmental vulnerabilities looking at variables such as magnitude, duration, frequency, impact, and rapidity of the onset of an event
- Collected and analyzed statistical data for the Ferguson Commission working with the Trauma-Informed Approach Team looking at specific indicators on how the community was impacted

**Federal Emergency Management Agency, Kansas City, MO**

**Emergency Management Graduate Student Volunteer**, December 20\_\_ – January 20\_\_

Grade Level: GS-5

Hours per week: 20

**Supervisor:** John Doe, [john.doe@fema.gov](mailto:john.doe@fema.gov)

- Discussed how to provide communities with assistance in applying for federal funding for emergency management facilities, radiological instrumentation, and other related items
- Reviewed emergency plans of individual organizations to ensure adequacy
- Collaborated with other officials to understand how to prepare and analyze damage assessments following disasters or emergencies
- Attended meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists
- Consulted with officials of local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural disaster or other emergency

**Missouri State Representative Joseph Smith, Jefferson City, MO**

**Legislative Aide**, June 20\_\_ – July 20\_\_

Grade Level: N/A

Hours per week: 40+

**Supervisor:** Joseph Smith, [joseph.smith@mo.gov](mailto:joseph.smith@mo.gov)

- Developed policy recommendations for improving educational attainment and workforce development in the 46<sup>th</sup> district; Monitored legislation and tracked issues specific to the district
- Attended meetings and hearings; Conducted research and analysis of pertinent issues
- Discussed policies and bills under consideration with constituents; Developed written responses to constituent inquiries

## MEMBERSHIPS

**Member, Association of Mizzou Public Affairs Students (AMPAS)**, August 20\_\_ - Present

- Aided in the planning of networking events

**Chairman, PET Service Team, Rotaract Club of Columbia**, June 20\_\_ - Present

- Led service project for PET (Personal Energy Transportation)

**Legislative Advocacy Team, Missouri Students Association**, Fall 20\_\_ - Spring 20\_\_

- Advocated at state capitol for increase in funding for education; Educated Mizzou students on the issue

## ADDITIONAL SKILLS

- Quantitative Programs: STATA, SPSS, SAS
- Federal Programs: Computer technology Index System (IS) – File Tracking (FT) – Electronic Workload (EW) – Document Management (DM) – Network Facilitator (CN) – System Administrator (SA) – Query Service (QS) – Administrative Module (AM) – Computer Linked Information (CLI)
- Microsoft: Word, Excel, Access, PowerPoint, Outlook
- Organizational and strategic planning; Team building

## COMMUNITY INVOLVEMENT

**Group Leader, Mizzou Alternative Breaks**, Jaibon, Dominican Republic — March 20\_\_

- Planned and organized a trip for 30 students to Dominican Republic to work at a Children's orphanage
- Made travel and housing arrangements; Provided leadership during the trip

**Participant, Mizzou Alternative Breaks**, Charleston, South Carolina — March 20\_\_

- Worked with non-profits focused on children with disabilities; Assisted with therapeutic riding and adaptive gardening

# TIPS FOR WRITING A FEDERAL RESUME

## Example Differences between a Federal Résumé and a General Résumé

Federal Résumé	General Résumé
<ul style="list-style-type: none"><li>• A biographical statement emphasizing professional qualifications and activities with focus on federal experience</li><li>• Intends to demonstrate entire professional experiences</li><li>• Focuses on individual's lengthy and diverse professional experiences</li><li>• Required for all federal job positions</li></ul>	<ul style="list-style-type: none"><li>• An individually designed summary of personal, educational, and experience qualifications in a variety of settings</li><li>• Intends to demonstrate fit for a particular position or type of position</li><li>• Focuses on individual's strongest qualifications</li><li>• Frequently required for industry positions</li></ul>

## Federal Résumé Formatting and Tips

- Type your name and page number on each page (no page number is required on the first page)
- Be simple. Don't use an extensive mix of styles, such as many types of fonts
- Be consistent. Use the same chronological order in presenting information (e.g. if you present your work experiences from most recent to least recent, then use this same order of presentation – reverse chronological order - for other data as well)
- Check for "double entries." No item should appear more than once
- Check your résumé for clarity, conciseness, completeness, consistency, and currency
- Make sure document is visually appealing and error-free
- Make sure to convert your résumé to a PDF, as you will likely be uploading your document to online platforms
- Update all your information regularly with current positions and duties; be mindful of organizations to which you will be applying and the types of skills they want to see
- Check out [www.GoGovernment.org](http://www.GoGovernment.org) for tips on developing a federal resume and applying for federal positions