



# **GSE SAMPLE RESUMES**

FOR STUDENTS INTERESTED  
IN POLICY, RESEARCH, AND  
PROGRAM ADMINISTRATION

## Simone Student

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### SUMMARY OF QUALIFICATIONS

Over 10 years of progressive and diversified analytical and education-related experience in the public and private sector. Strong background in law, government and policy, including quantitative data management skills and advocacy experience. Skilled in SAS and SPSS.

### EDUCATION

<b>University of Pennsylvania</b> , Graduate School of Education PhD, Education Policy M.S.Ed, Education Policy	Philadelphia, PA May 20XX May 20XX
<b>Rutgers University</b> School of Law Juris Doctor	Newark, NJ June 20XX
<b>Bates College</b> Bachelor of Arts, Sociology & Economics	Lewiston, ME November 20XX

### RESEARCH AND RELATED EXPERIENCE

<b>Center for Research &amp; Evaluation in Social Policy</b> , Philadelphia, PA Graduate Fellow	September 20XX-May 20XX
<ul style="list-style-type: none"><li>Performed statistical analysis of elementary school performance, as part of ongoing study of No Child Left Behind regulations</li><li>Present monthly progress reports at Center-wide lunch meetings</li><li>Develop and maintain databases for future projects</li></ul>	
<b>Center for Children &amp; Childhood Studies</b> , Camden, NJ Policy Research Assistant	August 20XX-July 20XX
<ul style="list-style-type: none"><li>Acted as part of a consulting group engaged in research and lobbying activity on children's rights issues</li><li>Designed research protocols for studies on early childhood education</li><li>Authored statistical analysis reports detailing investigative results of research studies</li></ul>	
<b>Education Law Center, Inc.</b> , Newark, NJ Associate	September 20XX-July 20XX
<ul style="list-style-type: none"><li>Conducted all aspects of litigation in special education due process and discrimination hearings</li><li>Reviewed and analyzed statistical special education reports in conjunction with litigation</li><li>Authored research memoranda, summary reports and analyses for use in special education litigation</li><li>Drafted legal memoranda, pleadings, pre- and post-trial motions</li><li>Collaborated in the development of a grant application that procured \$36,100 in funding for community initiatives in special education and disability law from the MBNA Foundation of Delaware</li></ul>	

### ADDITIONAL EXPERIENCE

<b>School District of Philadelphia</b> , Philadelphia, PA Language Arts Coach	September 20XX-May 20XX
<ul style="list-style-type: none"><li>Mentor immigrant students at West Philadelphia High School who are non-native speakers of English</li><li>Supervise English conversation exercises and assist students with written homework</li></ul>	

**Smith & Jones, LLP**, Newark, NJ

Summers 20XX, 20XX

Summer Associate

- Responsible for pre-trial investigation and analysis in complex employment litigation proceedings
- Assisted in trial preparation, issue analysis and litigation strategy development
- Assigned to employer defense, product liability, and employee claims litigation teams

## **AWARDS AND HONORS**

- Distinguished Tutor Award, School District of Philadelphia, 20XX
- Emerson Fund Fellow at the Education Law Center, 20XX-20XX
- President's Scholar, Rutgers University School of Law, 20XX-20XX

## **COMMUNITY SERVICE EXPERIENCE**

New Jersey Democratic State Committee, 20XX-20XX  
Democratic State Committee Chair  
Member, Election Oversight Committee (20XX-20XX)

Bates College Alumni Association, 20XX-20XX  
Regional Representative, Member Relations (20XX-20XX)

Newark Restoration Initiative, 20XX-20XX  
Member

## **SKILLS**

Computer: SAS, SPSS

## Amy C. Student

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[amystudent@gse.upenn.edu](mailto:amystudent@gse.upenn.edu)

### EDUCATION

**University of Pennsylvania, Graduate School of Education**, Philadelphia, PA

Master of Science in Education in Intercultural Communication, expected May 20XX

*Relevant Courses:* Managing People in Education, Counseling for Educators, Introductory Statistics for Educational Research

**Chinese University of Hong Kong**, Hong Kong

Bachelor of Arts, History, May 20XX

Minor in Journalism and Communications

### EXPERIENCE

**Office of International Programs**, University of Pennsylvania

August 20XX–May 20XX

*Graduate Assistant*

- Organized conferences and seminars for students who have returned from study abroad programs (“Reentry Conference”) and who are currently considering study abroad (“Know Before You Go”).
- Planned “Talk and Tastes” events once a month for international students.
- Helped students submit study abroad applications.
- Handled front desk tasks such as telephone inquiries and appointment scheduling.
- Utilized statistical methods to study the relationship between students’ study abroad experiences and their academic performance.

**Lutheran Children and Family Service**, Philadelphia, PA

May – July 20XX

*Immigration Assistant*

- Assisted refugees and asylees with applying for green card. Provided affidavit of support to help refugees apply for their family members to come to the United States.

**South Philadelphia High School**, Philadelphia, PA

January – April 20XX

*English and Math Tutor*

- Taught English and Mathematics to 11th grade students, predominantly new immigrants from Asian countries, including China, Cambodia and Vietnam. Helped them in adjusting to an English learning environment.

**International House**, Philadelphia, PA

September 20XX– May 20XX

*Office Assistant*

- Guided tours for visitors. Assisted in planning residential programs to provide social interaction among the residents.
- Oriented new residents and aided international students in adjusting to their new living environment.

**Better Chinese Ltd.**, Hong Kong

February – July 20XX

*Mandarin Chinese Language Teacher and Administrative Coordinator*

- Taught Mandarin Chinese to both children and adults from English and Cantonese-speaking backgrounds.
- Assisted in designing publications and teaching materials. Helped the manager of personnel department with administrative work.

**National Semiconductor**, Hong Kong

June – August 20XX

*Executive Assistant Intern*

- Conducted marketing research for company’s product.
- Analyzed questionnaires collected from tradeshow, exhibitions and seminars.

**True Light Middle School**, Hong Kong

September 20XX – May 20XX

*Volunteer English Teacher*

- Taught English to a class of twenty Secondary 3 (Grade 9) students. Designed a teaching program based on British O-Level English curriculum. Designed visual aids to facilitate students’ understanding of the teaching material.

**Family Tutor, Hong Kong**

September 20XX – May 20XX

- Counseled and tutored a 10-year-old child with autism four times a week. Taught English, Mathematics, Chinese and Science with a story-telling approach, using a lot of visual aids and multimedia tools.

## ACTIVITIES

**Hong Kong Outstanding Students' Association, Hong Kong**

September 20XX – May 20XX

*Member* (Position attained through competitive selection process)

- Organized activities for students coming from different secondary schools (high schools) in Hong Kong, including Sex Education Forum, Volunteer Trainings, summer camps, travel and exchange tours, and annual dinners.

**History Society of New Asia College, Chinese University of Hong Kong,**

September 20XX – May 20XX

*Vice-President*

- Organized events including annual book fair, graduation party, annual faculty-student dinner, and intercollegiate field trips for the history students. Held regular meetings to enhance faculty-student relationships.

## SKILLS

**Language:** Fluent in Chinese (both Cantonese and Mandarin), Shanghai dialect, and English. Conversational Japanese.

**Computer:** MS Word, Excel, PowerPoint. SPSS. Extensive experience in using PowerPoint to design teaching aids and presentation materials.

# Mary Student

234 Any Street, Philadelphia, PA 19104 ☐ 215-123-2345 ☐ [mstudent@gse.upenn.edu](mailto:mstudent@gse.upenn.edu)

## **SUMMARY OF QUALIFICATIONS**

- Program Development, Advocacy and Mentoring experience with refugee and migrant populations
- Strategic Planning for non-profit development
- English/Literacy Teaching and Curriculum Development experience in urban and international settings

## **EDUCATION**

**University of Pennsylvania**, Philadelphia, PA

M.S.Ed. in International Educational Development, *expected May 20XX*

**Liberal Arts University**, Any City, CA

B.A. in Literature, *May 20XX*

## **RELEVANT EXPERIENCE**

### **Philadelphia Burmese Women's Health Initiative Fellow**

Nationalities Service Center, *Philadelphia, PA — October 20XX-June 20XX*

This initiative, funded by a grant from Women's Way, is a participatory project focused on the Burmese refugee community in South Philadelphia.

- Developed various health programs in collaboration with the surrounding community
- Co-facilitated focus groups of community residents to assess needs with community leaders
- Organized health screening fair attended by 150 women and girls.
- Advocated for state mandated interpretation at local clinics

### **Volunteer Mentor**

Project WELCOME, *Philadelphia, PA — July-August 20XX*

- Mentored a refugee during a summer program
- Connected the refugee to key resources and helped her secure employment by providing assistance with resume writing and interviewing.

### **English and Language Arts Teacher**

Denver Middle School (Teach for America), *Denver, CO — August 20XX-June 20XX*

- Taught seventh grade English and Language Arts at a charter school serving students coming from low income households.
- Started and coached a middle school tennis team of 12 students, who won 2<sup>nd</sup> place in the 20XX-20XX Denver Junior High tournament
- Wrote a full literature, writing, and grammar curriculum that was more contextualized
- A 30% increase in proficiency in reading and writing scores on state standardized tests

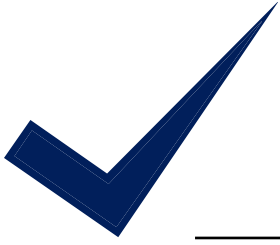
### **English and Substitute Teacher**

Integrated Tribal Development Program (ITDP), *Chiang Mai, Thailand — January-May 20XX*

- Taught at a local school in the Karen Ma O Jo village.
- Learned about the Migrant Learning Centers along the Thailand Burma border
- Worked with various medical teams to help patients complete intake forms
- Organized tools and materials for a water well and school building project.

## **ADDITIONAL EXPERIENCE**

- Intern, BOSS Readers Literacy Training, 20XX
- Intern, Worldwide Opportunities on Organic Farms, 20XX
- Volunteer, Oxford Gatehouse Homeless Charity, 20XX



# GSE RESUME CHECKLIST

## FORMAT

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- Your margins are at least 0.65" on all sides and your font size is at least 10pt
- Your section headers are all spelled correctly (Spellcheck does not automatically check words in ALL CAPS)
- You have provided your degree ("Candidate for Master of Science in Education", for example)
- You have included cities and states for each experience in all sections, and formatted them consistently. (Make sure locations are listed in the same place for each experience in every section, and use two-letter state abbreviations)
- All your experiences have dates – including months or seasons – and are formatted consistently (Be especially mindful of alignment, spacing, how you abbreviate months, and dashes: – versus - )

## ORGANIZATION

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- Your "Education" section is listed before your Experience section(s)
- You've strategically targeted your audience in your "Experience" sections when applicable (e.g. "Teaching Experience," "Research Experience", "Relevant Experience")
- Your experiences are listed in reverse-chronological order (most recent at the top of each section)
- There is a dedicated section for relevant skills (including foreign languages) and if applicable, interests.

## CONTENT

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- When applicable, you have listed relevant coursework, providing specific course names instead of numbers
- You begin all phrases with precise, active resume verbs and omit passive or vague phrasing
- You note relevant contextual information such as specific populations or issues that were engaged, as well as specific clinical or research methods used in your work.
- When applicable, you have indicated results or impact from your work in a way that aligns with the specific position and type of work
- You along with a friend, family member, or someone else have proofread for typos

## CAREER SERVICES RESOURCES



### **Handshake**

Penn's student/employer interface with access to events and appointments with career advisors



### **Penn Career Services Website**

Find resources for every step of the job search process. Sign up to receive customized newsletters with events and opportunities



### **Education & Academia Community Page**

On the Career Services website, this community page posts jobs, news, and resources for those working in the field of education and academia



HAVE MORE QUESTIONS  
ABOUT YOUR RESUME?

MAKE AN APPOINTMENT  
WITH A CAREER ADVISOR!

