

Your Name

yourname@udel.edu | 302-555-5555 | [YourLinkedInURL](#)

Country of Citizenship: United States of America
Veterans' Preference: No
Availability: Full Time
Job Type: Permanent, Temporary, Recent Graduate
Desired Locations: US-DC-Washington/Metro; US-VA-Arlington; US-VA-Alexandria

Work Experience:

- Department of State (9/20XX-8/20XX), Washington, DC, US
Public Affairs Assistant
Supervisor: John Smith (XXX-222-2222)
Okay to contact this Supervisor: Yes
Grade Level: 02
Hours: 40 per week
- Supervised ten contractors on communications, ensured project was delivered on time and budget
 - Contacted and pitched media for program publicity resulting in four newspaper articles and two interviews
 - Researched public affairs best practices in private sector and government, resulting in five adopted measures that improved agency performance
 - Facilitated biweekly team meetings and conducted monthly diversity training presentations for twenty to thirty internal staff members
 - Participated in team brainstorm sessions to analyze organizational problems and improve efficiency
- Department of State (9/20XX-8/20XX), Washington, DC, US
Intern
Supervisor: John Smith (XXX-333-3333)
Okay to contact this Supervisor: Yes
Grade Level: N/A
Hours: 20 per week
- Wrote fifteen articles about foreign education initiatives for Bureau newsletter and press releases
 - Drafted twenty memoranda for the Undersecretary of State
 - Assembled financial and budget information for use in Education and Cultural Affairs internal materials
 - Assisted with administrative tasks such as filing documents and organizing meeting logistics
- Consulate at Department of State (6/20XX-8/20XX), Madrid, Spain
Political and Economic Section Intern
Supervisor: Jane Doe (XXX-111-1111)
Okay to contact this Supervisor: Yes
Grade Level: N/A
Hours: 45 per week
- Researched and wrote five regional economic and political briefs for US Ambassador's Madrid consulate district visits
 - Compiled ten briefs with fifteen professionals in regional chambers of commerce, banks' nongovernmental organizations, and government offices to compile briefs enabling a shared understanding of material
 - Synthesized information from external research and interviews
 - Provided administrative support through sorting mail, filing document, and answering multi-line phone system • Utilized Spanish language skills and political and cultural knowledge in a variety of settings
- ABC Afterschool Program (9/20XX-4/20XX), Philadelphia, PA
Program Coordinator
Supervisor: John Doe (XXX-200-2000)
Okay to contact this Supervisor: Yes
Salary: 15 USD per hour
Hours: 40 per week
- Developed and monitored program goals and policies resulting in the highest recorded performance in ten years
 - Oversaw three mentoring programs in limited resource communities to promote a safe and healthy youth development
 - Recruited, trained, and managed twenty-five adult mentors and twenty youth
 - Developed marketing and training materials for use in programs and mentoring initiatives
 - Wrote and managed two program grants, hired three outside contractors for grant implementation
 - Coordinated ten minute, weekly presentations on mentoring initiatives
 - Communicated daily in Spanish with program participants and their families

Education:

B.A. University of Delaware, Newark, DE 19716, May 20XX

35 Semester Hours GPA: 3.50 out of 4.0

Major: Economics, Spanish Languages (double major)

Relevant Coursework, Licenses, and Certifications: Macro Economics, Micro Economics, Statistics, Public Policy Process

Language Skills:

- English
 - Spoken: Advanced
 - Written: Advanced
 - Read: Advanced
- Spanish
 - Spoken: Intermediate
 - Written: Advanced
 - Read: Advanced

Affiliations:

National Spanish American Foundation, Member (20XX-present)

References:

Name: George Washington

Employer: Marble House University

Title: Professor, Spanish Language

Phone Number: XXX-333-3333

Email: gWASHINGTON@pastpresidents.org

Reference Type: Personal

Name: James Madison

Employer: Department of State

Title: Director

Phone Number: XXX-222-3333

Email: jmadisonn@pastpresidents.org

Reference Type: Professional

Skills:

- Grant writing (awarded "Dream Catchers Award" by Community and Recreation Services, Delaware County Government, Dec. 20XX)
- Regional expertise in Balkan, Post-Soviet, and Western European political issues (including extensive regional travel)
- Proficient in Microsoft Office programs, Word, Excel, PowerPoint, Outlook

Class Projects:

Western European Economy: Then and Now, April 20XX

- Completed a seventy-five page capstone paper including in depth economic analysis of past and present financial concerns of Western Europe
- Conducted research on historical implications of changes in economic wealth in Western Europe
- Presented research in a twenty-slide PowerPoint to fifty students and ten staff in the economics department

Leadership and Service Roles:

Tri-College Institute, Diversity Workshop Facilitator, Oct 20XX-May 20XX

- Developed twelve forums for dialogue between diverse student groups
- Built five partnerships between student groups through cultural programming

Marble House Business Society, President, Sept 20XX-May 20XX

- Recruited four executive committee members and planned meetings
- Managed a membership base of 40+ students
- Organized club involvement in business-related workshops/events

Tucker Recreation Association, Basketball Coach, Nov 20XX-Feb 20XX

- Taught twelve, ten-year-old boys the fundamentals of basketball, sports ethics, and mental focus
- Coordinated travel logistics for away competitions

Habitat for Humanity, Volunteer, Mar 20XX

- Contributed to rebuilding a home in St. Bernard Parish, New Orleans

Other Roles at Marble House College:

War News Radio, Weekend Co-Host, Aug 20XX-May 20XX

- Recruited executive committee members and planned meetings
- Managed a membership base of 40+ students

Spanish Department, Representative, Sept 20XX-May 20XX

- Represented 100+ students at language department meetings
- Partnered with a local high school to plan and execute an hour-long Spanish song and dance course of thirty students