

# Your Name

yourname@udel.edu | 302-555-5555 | linkedin.com/in/yourname

## EDUCATION

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### University of Delaware

#### Bachelor of Arts, Public Policy

Newark, DE

May 20XX

- Concentration: Policy Studies
- GPA: 3.43

- Relevant Coursework: Contemporary Issues in Public Administration; Media, Citizenship & Public Policy; Comparative Public Policy; Civil Rights Law & Policy

## RELATED EXPERIENCE

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### Council on Foreign Relations

#### Research & Special Assistant Intern

Washington, DC

June 20XX - August 20XX

- Researched specific areas such as human rights, foreign aid, economic development as requested by the director of studies, for articles, speeches, and other publications.
- Drafted, edited, proofread, and fact-checked written material, including director of Studies' talking points, blog posts, memos, and correspondence.
- Coordinated events, including preparing invitations, travel arrangements, corresponding with speakers and presiders, helping to prepare background papers and materials for distribution, and providing other logistical support.
- Provided administrative support to the director of studies, including scheduling appointments, handling phone calls and drafting correspondence, travel arrangements, and responding to requests for information.

### Delaware General Assembly, House of Representatives

#### Legislative Fellow

Dover, DE

January 20XX - May 20XX

- Analyzed early childhood education and full-day kindergarten initiatives.
- Investigated the status of physical education in Delaware public schools and collected information on childhood obesity.
- Prepared policy briefings on the use of DNA to overturn wrongful convictions.
- Learned about the important roles that public advocates and community organizations play in impacting legislation.

### Resources for Human Development

#### Political Advocacy Internship

Philadelphia, PA

June 20XX - August 20XX

- Advocated for client populations through various strategies (letter writing, phone campaigns, lobbying) at both local and state level.
- Planned events for over 200 attendees to increase awareness of organization's mission and raise funds.
- Researched community resources and evaluated potential partnerships to best serve underrepresented populations.
- Advised management on use of social media to raise awareness.

## ACTIVITIES/LEADERSHIP

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### StUDent Government Association

#### Governmental Affairs Committee Senator

Newark, DE

September 20XX - Present

- Participate in a variety of activities to increase on-campus political engagement and open discussion with local and state elected officials.
- Travel to Dover to discuss university and student concerns with representatives of Delaware State Government.

### Project CHANGE

#### Secretary

Newark, DE

February 20XX - Present

- Attend all meetings and record accurate notes and attendance, as well as coordinate all club correspondence (meeting summaries, thank you/congratulatory notes, responses to external requests for information).
- Participate in various community service programs, including Habitat for Humanity and Meals on Wheels.

### Roosevelt Institute at UD

#### Member

Newark, DE

October 20XX - Present

- Demonstrate dedication to carrying forward the legacy and values of Franklin and Eleanor Roosevelt by developing progressive ideas and bold leadership in the service of restoring America's health and security.

## SKILLS

- 
- Proficient with Microsoft Office (Word, Excel, PowerPoint) and social media platforms (Facebook, Twitter)

# Your Name

yourname@udel.edu | 302-555-5551 YourLinkedInURL

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# Your Name

yourname@udel.edu | (302) 654-3211 | YourlinkedInURL

## EDUCATION

**University of Delaware, College of Arts & Sciences**  
**Bachelor of Arts, Political Science**

Newark, DE  
May 20XX

Minor: French

GPA: 3.52

Golden Key National Honor Society

Selected Coursework: Introduction to Global Islam, Comparative Politics, Constitutional Rights

## RELATED EXPERIENCE

**Mitch Crane for Insurance Commissioner**  
*Publicity & Fundraising Intern*

Wilmington, DE  
May 20XX - Present

- Manage a group of 25 volunteers assigned to the "street team," handing out flyers and securing candidate support.
- Handle fundraising efforts by manning the call center and discussing possible donations with registered democrats.
- Collaborate with the campaign manager to staff fundraising events and publicize events.

**House of Representatives, Congressman John Carney**  
*Constituent Services Intern*

Washington, DC  
May 20XX - August 20XX

- Answered constituent mail, phone calls and in-person inquiries for Sussex, Kent and New Castle counties.
- Directed U.S. Capitol tours for Delaware constituents.
- Drafted media advisories, press releases and social media posts to effectively communicate with the constituency.
- Shadowed the Congressman for a day and attended a house vote.

## LEADERSHIP & VOLUNTEER EXPERIENCE

**UD Democrats**  
*President*

Newark, DE  
August 20XX - Present

- Lead a student group of 100 peers in educating the student population about politics through speaker series and getting out the vote events.
- Conduct weekly meetings to ensure continuity of the organization and member participation.

**Blue Hen Leadership Program**  
*Member- Tier 1*

Newark, DE  
September 20XX - Present

- Attend a variety of events (interactive workshops, conferences, guest speakers, cultural events, field trips) focusing on personal leadership development and application of the five practices of exemplary leadership.
- Create and present a poster that represents personal Tier 1 journey of self-discovery.
- Participate in various community service programs, including Habitat for Humanity and Meals on Wheels.

**UD Alternative Breaks Program (UDAB)**  
*Member*

Newark, DE  
March 20XX

- Served as member of student-led team participating in immersive direct service project for community organization.
- Gained knowledge related to social justice issues.

## ADDITIONAL EXPERIENCE

**Home Grown**  
*Server*

Newark, DE  
November 20XX - Present

- Communicate with customers regarding orders and dining experience at a busy restaurant, located in the heart of the University of Delaware's campus.
- Train 4 servers in delivering effective customer service and communicating with restaurant personnel.

## SKILLS

Computer: Adobe Photoshop, Final Cut Pro, Dreamweaver, Microsoft Office (PowerPoint, Excel, and Word)

Social Media: Facebook, Twitter, LinkedIn, Tumblr

Language: French (Conversant)