

Buck I. Girl II

City, State | 614-555-5555 | glenn@osu.edu
www.linkedin.com/yourname

SUMMARY

To obtain the position of Program Associate with the American Civil Liberties Union of Ohio Foundation where I may utilize my political and leadership academic and professional experience to assist the organization in the fulfillment of its mission and goals. Additional skills include:

- Organizational Leadership
- Peer tutoring
- Microsoft Office Programs
- First Aid/CPR Certified
- Public Speaking/Presentations
- Office/Clerical Support

EDUCATION

The Ohio State University

Bachelor of Arts/Science Your Major; GPA: 3.43, Major GPA: 3.9
Minor in

Columbus, OH
Anticipated mo/year

Honors: Dean's List (year); Leadership Scholarships; Academic Scholarships; Awards; etc.

EMPLOYMENT EXPERIENCE

Name of Company (Most Recent)

Your Position

City, ST
mo/year – Present

- List responsibilities/duties within the company
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Do not use "I" statements or personal pronouns

Senator Rob Portman's Office

Policy Intern

Washington, D.C
01/2010 – 05/2012

- Answered inquiries for constituents about policy reform bill
- Gave tours of senate office for junior high students who were learning about politics
- Met with office officials to discuss how to better formalize the internship program for college students
- Developed policy memos for Senator on a variety of issues, including the alternative energy bill

Name of Company

Your Position

City, ST
mo/year – mo/year

- Focus on highlighting skills and experiences relating to the specific job or internship you are applying for
- Make statements concise, using phrases rather than sentences
- Jobs that may be self-explanatory such as *Cashier, Sales Associate, or Waiter* do not require bullet points if there are other experiences that are more relevant and may require more bullets to explain

ACADEMIC EXPERIENCE

Name of Experience or project

Your Position

City, ST
mo/year – mo/year

- Examples of additional experience could be academic projects, shadow experiences, non-paid experiences, or anything that is noteworthy and relevant to your target position

ACTIVITIES

ABC Student Chapter Organization – Vice President (1 year); Member (2 years)
OSU Star House – Volunteer Mentor (2 years)
Student Life, University Housing – Peer tutor for Chemistry (1 year)