

# Buck I. Girl II

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

## SUMMARY

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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

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### 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

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### 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

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### 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

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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)