

## FIRST NAME LAST NAME

City / State

Emailaddress@provider.com

Phone Number

www.linkedin.com/in/yourprofilenamehere/

### OBJECTIVE

A \_\_\_\_\_ position utilizing my \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ skills

### EDUCATION

**Bachelor of Arts in Political Science**, May 20XX

Northern Illinois University, DeKalb, IL

Emphasis: **Public Administration and Service**; Minor: **Economics**

GPA: 3.4/4.0

### RELEVANT COURSEWORK

Public Administration

Introduction to Public Policy

State and Local Government

Introduction to Urban and Regional Economics

### WORK EXPERIENCE

**Office Assistant**, NIU Office of Precollegiate Programs, September 20XX – present

- File and retrieve documents in an efficient manner to assist full-time staff with the completion of their projects
- Answer the telephone and take messages for an office of five full-time staff using excellent telephone etiquette
- Type documents with a high degree of accuracy
- Consistently meet deadlines and continually seek feedback on my performance

**Recreation Assistant**, Parks Department, City of Lisle, Lisle, IL, June 20XX – August 20XX

- Staff the check-in desk at the community center by greeting guests, selling memberships, and ensuring all equipment is in suitable condition
- Apply problem solving skills to responsibly address incidents that occur in the community center, such as guest injuries and equipment malfunctions
- Contribute to the success of special events held by the City by setting up according to instructions, addressing guests' concerns, and cleaning up afterward

### STUDENT ACTIVITIES

**Legislator**, Model Illinois Government, Springfield, IL, March 20XX

- Wrote and introduced a bill providing expanding wind farms into central Illinois
- Collaborated with lobbyists from diverse constituencies to determine appropriate scope of wind farm expansion
- Promoted the case for wind farm expansion by presenting a concise argument to other legislators

**Member**, Political Science Student Advisory Committee

- Participate in group discussions about relevant departmental concerns brought to the committee by our advisor

### COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint)