

# Your Name

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

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## EDUCATION

### University of Delaware Bachelor of Arts, Public Policy

Newark, DE  
May 20XX

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

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## RELATED EXPERIENCE

### 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 presidents, helping to prepare background papers and materials for distribution, and providing other logistical support.

### 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 Delaware public schools and collected information on childhood obesity.
- Prepared policy briefings on the use of DNA to overturn wrongful convictions.

### 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.

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## ACTIVITIES/LEADERSHIP

### 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.

### ProjectCHANGE 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.

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## SKILLS

- Computer: Proficient with Microsoft Office (Word, Excel, PowerPoint), Google Drive, SPSS
- Communications: Proficient with social media platforms (Facebook, Twitter)

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### EDUCATION

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**University of Delaware**  
**Bachelor of Arts, Public Policy**

Newark, DE  
May 20XX

Concentration: Policy Studies

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**

Washington, DC

*Research & Special Assistant Intern*

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.

**Delaware General Assembly, House of Representatives**

Dover, DE

*Legislative Fellow*

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.

**Resources for Human Development**

Philadelphia, PA

*Political Advocacy Internship*

June 20XX - August 20XX

- Advocated for client populations through various strategies (letter writing, phone campaigns, lobbying) at both local and state level to provide better access to services.
- 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**

Newark, DE

*Governmental Affairs Committee Senator*

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**

Newark, DE

*Secretary*

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 onWheels.

**Roosevelt Institute at UD**

Newark, DE

*Member*

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

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- Computer: Proficient with Microsoft Office (Word, Excel, PowerPoint), Google Drive, SPSS
- Communications: Proficient with social media platforms (Facebook, Twitter)

## Your Name

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### EDUCATION

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

Newark, DE  
May 20XX

Minor: French

Golden Key National Honor Society

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

### RELATED EXPERIENCE

**Mitch Crane for Insurance Commissioner**

Wilmington, DE

*Publicity & Fundraising Intern*

May 20XX - Present

- Manage a group of 25 volunteers assigned to the "street team," handing out flyers, speaking with voters, and securing candidate support.
- Handle fundraising efforts by engaging in 150 calls per shift at call center and discussing possible donations with registered democrats.
- Collaborate with campaign manager to staff fundraising events and publicize events.

**House of Representatives, Congressman John Carney**

Washington, DC

*Constituent Services Intern*

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**

Newark, DE

*President*

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**

Newark, DE

*Member- Tier 1*

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)**

Newark, DE

*Member*

March 20XX

- Served as member of student-led team participating in immersive direct service project for community organization in central Georgia.
- Gained perspective from other participants and those served related to social justice issues.

### ADDITIONAL EXPERIENCE

**Home Grown**

Newark, DE

*Server*

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)