

Your Name

name@reinhardt.edu | 302-555-5555 | [linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)

EDUCATION

Reinhardt University Waleska, GA
Bachelor of Arts, Public Policy 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

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.
- 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.

Atlanta General Assembly, House of Representatives Atlanta, GA
Legislative Fellow January 20XX - May 20XX

- Analyzed early childhood education and full-day kindergarten initiatives.
- Investigated the status of physical education in Atlanta 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 Canton, GA
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.
- 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

Student Government Association Waleska, GA
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 Atlanta to discuss university and student concerns with representatives of Georgia State Government.

Project CHANGE Waleska, GA
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 on Wheels.

Roosevelt Institute at RU Waleska, GA
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

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

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Waleska, GA
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Resources for Human Development

Political Advocacy Internship

Canton, GA
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Project CHANGE

Secretary

Waleska, GA
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SKILLS

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EDUCATION

Reinhardt University, College of Arts & Sciences
Bachelor of Arts, Political Science

Waleska, GA
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

Canton, GA

Publicity & Fundraising Intern

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

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

RU Democrats

Waleska, GA

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.

Eagle Leadership Program

Waleska, GA

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.

RU Alternative Breaks Program

Waleska, GA

Member

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

Canton, GA

Server

November 20XX - Present

- Communicate with customers regarding orders and dining experience at a busy restaurant, located near Reinhardt University'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)