

## FIRST LAST

Edwardsville, IL 62025 [e-id@siue.edu](mailto:e-id@siue.edu)  
555-555-1234

**Veterans' Preference** (*None, 5-Point or 10-Point*): None

**Federal Status** (*Give official job title, followed by your series and GS number*): Program Analyst, GS-433-12

**Clearance** (*Specify what type of clearance you have*): None

**Vacancy Announcement** (*Specify what position you're applying for*): Announcement #1234-SS, Program Manager, GS-301-13

### Availability

**Job Type** (*Permanent, Temporary Promotion, Intern, etc.*): Federal Career Intern

**Work Schedule** (*Full Time or Part Time*): Part Time

**Desired Locations** (*Insert the locations you are interested in*): US-MO-St. Louis Metro

### Professional Experience

Southern Illinois University Edwardsville (SIUE)  
Department of Political Science Research Assistant

Salary: 16 USD Per Hour, Hours Per Week: 20

Supervisor's Name: Dr. Ted Legit, Contact Supervisor: Yes

Supervisor's Phone: 618-650-3333

Edwardsville, IL  
January 2021 – Present

- Write reports using Microsoft Office about international security and political economies, including graphs and charts, which provides professors with crucial information necessary to conduct their research.
- Edit draft-articles to ensure consistent formatting, punctuation and grammar.
- Articles were published in International Affairs Magazine.
- Manage database in Microsoft Access by retrieving and entering data from approximately 20 projects, creating a centralized location for 25 staff members to easily access information for conducting research.
- Coordinate with 25 faculty members and research partners from the research team via phone and email to prepare weekly meetings and facilitate communication, team efficacy, deadlines and brainstorming ideas.
- Improve project efficiency by supervising research tasks among three freshman assistants in order to complete time-sensitive assignments.

Madison County Department of Public Health Edwardsville, IL

Intern May – December 2021

Salary: 15 USD Per Hour, Hours Per Week: 25

Supervisor's Name: Bob Jones, Contact Supervisor: Yes

Supervisor's Phone: 618-656-4455

- Supported over 30 staff members by updating and inputting files, records and contacts into the online database, which improved access and the most recent information.
- Managed department email, phones and social media by directing calls, answering inquires and keeping social media pages up-to-date with pertinent information for the public.
- Produced standard formatting guidelines for reports and presentation materials in order to improve the appearance and organization of letters, documents and emails.
- Wrote and edited agendas, letters, PowerPoint presentations and other documents for meetings.
- Assisted and shadowed Case Workers on home visits to check on the welfare of the assigned children.

**Sample Resume – Please contact us for additional assistance.**

SIUE Career Development Center | (618)650-3708 | [careerdevelopment@siue.edu](mailto:careerdevelopment@siue.edu)



State of Illinois Governor's Office  
Intern/Administrative Assistant  
Salary: 12 USD Per Hour  
Supervisor's Name: Gina Smith, Contact Supervisor: Yes  
Supervisor's Phone: 217-872-2222

Springfield, IL  
May – August 2020  
Hours Per Week: 30

- Coordinated the master calendar of all internal and external events resulting in fluid operations while supporting more than 50 employees.
- Prepared employee surveys and project metrics using Microsoft Excel to compile information into generated tables and graphs for monthly presentations.
- Employed strong customer service skills to visitors and callers by providing routine information and directing them to appropriate staff or locations for appointments.
- Responded to inquiries from staff and visitors as needed.
- Organized client correspondence and files into categories, which improved staff's access to key contacts.

### Education

Southern Illinois University Edwardsville (SIUE)  
Bachelor of Arts in Political Science  
Minors: Arabic and Criminal Justice

Edwardsville, IL  
Expected: May 2021  
GPA: 3.674/4.0

Lewis and Clark Community College  
Associate of Science in Business Administration

Godfrey, IL  
May 2019 GPA: 4.0/4.0

### Skills

Microsoft Office

- Word, PowerPoint, Excel, Publisher, Access, Outlook

Online Research Journals

### Languages

English: Fluent

Arabic: Intermediate written and spoken

### Honors and Activities

SIUE Dean's List

Arabic Club Founder and President

SIUE Political Science Association Secretary

International Affairs Society Vice President

SIUE Campus Activities Board (CAB) Programming Committee Chair

### Publications

*What's Going On Overseas?! A Glimpse Into Arabic Political Economies.* Published in the 2020 International Affairs Magazine

*How Effective Are We As Educators and Communicators?* 2019 Political Science Association-St. Louis Chapter's Annual Conference Poster Presentation in St. Louis, MO

### Training and Professional Development

Annual Ethics Training

May 2020 -Present

International Affairs Society Midwest Conference

June 2019