

Resume Samples

The overall objective of your resume is to provide a composite snapshot of who you are and what skills, abilities, and knowledge you have acquired through coursework, projects, self-taught initiatives, service-learning, student organizations, volunteer work and employment. The emphasis lies on what you have to offer rather than a chronological timeline.

The following resumes were developed to help UCF students to better compete for internships and co-ops. Please use these examples to create your own unique style and clearly represents your academic and professional background.

A few reminders:

- Do not use these examples as templates
- Use descriptive action verbs
- Check for spelling, grammar, punctuation, and correct verb tense
- Minimize lines, graphics, or other distracting visuals

Table of Contents – Government & Public Service Resumes

Criminal Justice.....	Page 1
Environmental Studies.....	Page 2
Legal Studies.....	Page 3
Non Profit Management.....	Page 4
Political Science.....	Page 5
Political Science-2.....	Page 6
Public Administration.....	Page 7

Name

Email | Phone Number | LinkedIn

EDUCATION

Bachelor of Arts, May 20XX

University of Central Florida, Orlando, FL

Double major: Criminal Justice and Psychology Minor: French

STUDY ABROAD

Academic Programs International, Summer 20XX | Université Paris-Sorbonne. Paris, France

RELEVANT EXPERIENCE

Intern, May 20XX-Present

Seminole County Sheriff's Office, Orlando, FL

- Shadow 5+ officers during multiple shifts to understand law enforcement best practices
- Collaborate with 2 administrators to create detailed Excel spreadsheet of training statuses of 20+ employees

Senior Staff Reporter, September 20XX-May 20XX

Knights News (UCF student newspaper), Orlando, FL

- Investigated 5+ stories each week and utilized information to complete 2 stories per week for publication
- Conducted fact checks regarding up to 15 stories per week, meeting all deadlines

Administrative Assistant, September 20XX-September 20XX

UCF Experiential Learning, Orlando, FL

- Greeted guests, answered questions, and directed them to the appropriate staff
- Reviewed and updated internship postings in Handshake
- Participated in tabling events, promoting Experiential Learning services and resources to students

ADDITIONAL EXPERIENCE

Seasonal Server, December 20XX-Present

Kool Beanz Café, Tallahassee, FL

LEADERSHIP EXPERIENCE

Mentor, September 20XX-May 20XX

Read2Succeed, Orlando, FL

- Tutored 2nd grade students in underserved schools, resulting in noted behavioral improvements

Director of Morale, September 20XX-May 20XX

Knight-Thon (UCF Dance Marathon), Orlando, FL

- Oversaw morale team of 30+ throughout academic year to create and implement detailed plans for motivating participants throughout 13-hour+ events that raised \$300,000+ for Children's Hospital

SERVICE AND INVOLVEMENT

Habitat for Humanity, French Club, International Festival Host

SKILLS

Adobe Suite

Name

LinkedIn | Phone Number | Email

EDUCATION

Bachelor of Science in Environmental Studies

05/20XX

University of Central Florida, Orlando, FL

UCF Study Abroad

05/20XX-07/20XX

University of Barcelona, Spain

SKILLS

ArcGIS Cascade CMS Field Measurements Depth at Breast Height (DBH) Crown Light Exposure

ENVIRONMENTAL EXPERIENCE

Environmental Policy Intern

National Audubon Society

Maitland, FL

06/20XX - 04/20XX

- Identify emerging environmental issues and developing innovative, strategic programs to minimize risk and maximize leadership opportunities
- Support the establishment and management of Cost Recovery Agreements with Federal Land Management Agencies and other resource agencies
- Review and categorize comments and positions from stakeholder groups
- Conduct research as necessary to support our environmental policy positions
- Support Policy leads in conducting legislative, regulatory and policy review and analysis of key land and environmental issues from the state and federal legislature and regulators
- Track legislation, regulations and other environmental policies and inform the team about relevant dates and times

Environmental Planning Intern

Seminole County

Oviedo, FL

05/20XX - 08/20XX

- Assisted on a variety of environmental studies for infrastructure projects including power, water, transportation, and development-related projects
- Worked under supervision of a project manager or senior-level team member
- Administrative/business development assistance
- Preparation of various components of CEQA and NEPA documents
- Prepared materials and graphics in support of landscape architecture and community projects
- Researched and general technical writing in support of the aforementioned

VOLUNTEER EXPERIENCE

Ecological Restoration Volunteer

Orange County Environmental Protection *Orlando, FL*

Spring (3 hours/week)

- Assisted with native revegetation efforts intended to provide migratory birds with habitat and food
- Researched nationwide campus efforts to compost campus food waste
- Developed a food waste composting plan implemented by food services Environmental Action Team
- Taught 1st-4th graders about ecological concepts related to gardening

CAMPUS INVOLVEMENT

UCF Green Generation Club

08/20XX – Present

Glee Club at UCF

09/20XX-Present

Name
Phone Number • Email

EDUCATION

University of Central Florida
Bachelor of Arts, Legal Studies

June 20XX
GPA: 3.84

LEGAL EXPERIENCE

Heston & Heston, Attorneys at Law | Orlando, FL

June 20XX – Present

Legal Assistant

- Shadowed and observed attorneys in mediations, court appearances, mandatory settlement conferences, arbitrations, etc.
- Collaborated with another intern to ensure daily tasks were completed efficiently and correctly
- Initiated communication with file clerk and attorneys to take on more tasks and responsibilities
- Scanned, sorted, and filed all documents into the appropriate files
- Assisted attorneys by assembling exhibits to be attached to legal documents
- Assisted file clerks sort through then close inactive cases

Community Service Programs, Dispute Resolution Services | Sanford, FL

April 20XX – Present

Volunteer Mediator

- Mediate small claims and civil harassment cases at the Seminole County Superior Courts in Sanford and Lake Mary
- Intake of all contested cases during small claims calendar to match mediators with parties willing to go to mediation
- Complete 40 hours of basic mediation training and the additional advanced training for civil harassment cases

ADDITIONAL EXPERIENCE

Team of Advocates for Special Kids (T.A.S.K.) | Anaheim, CA

June 20XX – August 20XX

Volunteer; Seasonal

- Assisted the Summer Camp by managing several stations, developing plans, and setting up activities for approximately 40 children with special needs, such as Autism or Down Syndrome
- Instructed children with disabilities to enhance various skills, such as communication, computer, and reading skills
- Set up for workshops by testing equipment to ensure that it works properly and preparing necessary documents and flyers

RESEARCH

University of Central Florida Memory and Development Lab | Orlando, FL

June 20XX – Present

Study Manager and Research Assistant

- Oversee a study examining the cognitive functioning of children with Down syndrome
- Coordinate between faculty mentor, graduate students, lab manager, and other undergraduate research assistants to ensure things are done correctly and smoothly
- Input, organize, and clean up data from several infant studies to be analyzed
- Schedule participants by calling potential participants, scheduling participants, maintaining lab calendar, and making sure all paperwork, such as the research consent form and the participant folder, is ready for participant upon arrival
- Code toddlers' behavior from video recordings of previous infant studies according to study guidelines prior to preparing the data for analysis
- Submit two research proposals to present research findings at the end of the year about the cognitive function of children with Down syndrome, more specifically the effects of social interaction on the children with Down syndrome's ability to generalize learned behaviors across various cues and context

SKILLS

Languages: Mandarin (conversational)

CERTIFICATIONS

Basic Mediation and Advanced Civil Harassment Mediation

INVOLVEMENT

National Society of Leadership and Success – Honors Society
Asian Student Union

March 20XX – Present
January 20XX-Present

HONORS

Chancellor's Award of Distinction

May 20XX

Name

Location | Phone Number | Email | [Add LINK to an online portfolio]

EDUCATION

University of Central Florida

Bachelor of Science: Nonprofit Management

Expected Graduation: May 20XX

Cumulative GPA: 3.5

Honors:

- Dean's List | 3 terms
- College of Community Innovation and Education Promise Scholarship | 20XX

Relevant Coursework: Volunteer Management, Resource Development in the Nonprofit Sector, Planning and Improvement of Public Organizations

SKILLS

Software: Microsoft Office Suite, SAS, SPSS, Wordpress

Programming: Proficient in C++, Java

Language: Proficient American Sign Language

PROJECTS

Seminole County Youth Climate Movement

Service-Learning Course

Lake Mary, FL

Jan. 20XX – Present

- Worked with a community partner to identify their market competitiveness in a new product channel
- Developed a value proposition to determine their current and intended strategy

EXPERIENCE

Casa del Pueblo

Community Outreach Intern

Valparaiso, Chile

Jan. 20XX – Present

- Developed and implemented marketing plan for fundraiser to raise over \$50,000
- Wrote Spanish-language press releases that were picked up by three local newspapers

Michael's Craft Stores

Cashier and Floor Worker

Cleveland, Ohio

Nov.20XX – Apr. 20XX

- Worked with customers and stocked inventory 10 hours a week while studying full-time

LEADERSHIP & ACCOMPLISHMENTS

Relay for Life

Team Captain

Aug. 20XX – Present

- Planned 24-hours of events including speakers, entertainment, and demonstrations for over 250 participants
- Administered and monitored \$30,000 budget
- Scheduled more events for 15% less budget

VOLUNTEER

Habitat for Humanity

Mar. 20XX – Present

Name

ADDRESS • EMAIL • PHONE

EDUCATION

University of Central Florida, Orlando, FL

Bachelor of Arts: Political Science | Minor: International Relations

5/XX

EXPERIENCE

Department of State, Washington D.C.

Bureau of International Narcotics and Law Enforcement: Office of Europe and Asia Intern 8/XX – 12/XX

- Investigated the impact of Judicial Lustration within European countries
- Drafted daily cables related to international narcotics, corruption, and crime taking place in Europe and Asia
- Attended and outlined various events pertaining to foreign policy and international security

United States Senate, Washington D.C.

Office of Senator Marco Rubio via Congressional Black Caucus Foundation Intern 1/XX – 5/XX

- Conducted research and data analysis for multiple federal policy areas for legislative staff
- Attended briefings and hearings on several policy areas including foreign policy and international trade
- Gathered news clips and media release for the communications team

Congressional Black Caucus Foundation, Washington D.C.

Leadership Institute Legislative Fellow 1/XX – 5/XX

- Developed new legislative policy proposals focused on education, healthcare, and gun control
- Collaborated with senior staff on career development activities specific to service on Capitol Hill
- Attended research and legislative briefings tailored to service in the United States Senate

University of Northern Iowa, Yokosuka, Japan

Camp Adventure Intern 5/XX – 8/XX

- Travelled to Yokosuka Japan to supervise more than 125 children as a student counselor
- Provided cultural experiences ranging from history, culinary experiences, and travel events
- Studied Japanese culture, language, and history throughout the program

RESEARCH EXPERIENCE

Congressional Black Caucus Foundation

2/XX – 4/XX

“The Issue of Access to Reliable Public Transportation in Miami-Dade County”

- Explored the issues surrounding Miami-Dade County’s public transportation system and proposed solutions

Bureau of International Narcotics and Law Enforcement- Office of Europe and Asia

3/XX – 6/XX

“European Countries Post-Communism: Judicial Lustration and Color Run”

- A study exploring European Countries that partook in judicial lustration and its impact

UNIVERSITY INVOLVEMENT

UCF Student Government, Orlando, FL

Associate Chief Justice

8/XX – 5/XX

Phi Alpha Delta Law Fraternity International, Orlando, FL

Member- Florida A&M Pre-Law Chapter

10/XX – 5/XX

Undergraduate Research Organization, Orlando, FL

College of Arts and Humanities Liaison

4/XX

Your Name

Location | Email | Phone Number

OBJECTIVE

To obtain a part-time internship/co-op position where I can contribute and enhance my skills for a future career in XXXXXX

EDUCATION

University of Central Florida, Orlando, FL

Bachelor of Arts in Political Science, American Politics and Policy Track, August 20XX

GPA: 3.8/4.0

RELATED COURSES

Politics of the Western Europe
Global Inequality and Society

Urban Society
International Law

Race and Ethnicity
Judicial Process and Politics

EXPERIENCE

University of Central Florida, Orlando, FL

Undergraduate Research Intern, Jan. 20XX – Present

- Direct short documentary for the agency, inclusive of student testimonials and current legislative news regarding PRIME STEM policy for the benefit of upcoming presentations and lobbying efforts
- Compile data and provide assessment report for the 20XX-20XX
- Lead tours to prospective PRIME STEM students to enhance their understanding of UCF academics and community life

WPC, Washington, D.C.

Event Coordinator Assistant Intern, Aug. 20XX – Sept. 20XX

- Helped coordinate staff and volunteers to host WPC Weekend 4 (ME\$, annual Donor Event) for **100+** guests and presenters. ME\$ generated **\$50,000** in donor commitments and pledges
- Assisted in organizing the 1st Annual MECD Benefit Dinner for **50+** distinguished guests
- Fundraised **\$15,000** for MECD campaigns and projects through Benefit Dinner event

VOLUNTEER EXPERIENCE

United Nations Volunteers (UNV)

Editor, Jan. 20XX – Present

- Support small international grassroots organizations and advocacy groups in providing publication material design and proofreading of formal documents and research

21st Century Learning Center

Tutor, Jan. 20XX – Dec. 20XX

- Tutored students in grades K-12 in Social Studies, Science, Mathematics, Reading, and Writing
- Assisted Students with completing homework assignments and projects
- Reinforced problem-solving skills and use creative methods to relay information to students

Your Name

Email | Phone Number | LinkedIn

University of Central Florida

Orlando, FL

Bachelor of Arts, Public Administration

- Concentration: Public Policy
- 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

Florida House of Representatives

Tallahassee, FL

Legislative Fellow

January 20XX - May 20XX

- Investigated the status Analyzed early childhood education and full-day kindergarten initiatives
- 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

Orlando, FL

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

Orlando, FL

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 Tallahassee to discuss university and student concerns with representatives of State of Florida Government

Project CHANGE

Orlando, FL

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