

SAMPLE RESUME

PENNY POLISCI

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EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Arts

Expected May 20XX

Major: **Political Science & International Relations**

- GPA: **3.8**
- Academic Achievements: Founder's Scholarship, Dean's List (Spring 20XX, Spring 20XX, Fall 20XX)
- Relevant Coursework: Political Parties and Elections, Political Analysis, Globalization and Decision Making, Cultural & Global Awareness and Sensitivity, Broader Identity

RELEVANT EXPERIENCE

Philadelphia City Councilwoman Blondell Reynolds Brown

Student Intern

September 20XX–Present

- Aid the Councilwoman and members of her staff on clerical tasks as well as the provision of constituent services, filing, copying and mailings
- Receive inbound calls from constituents, forwarding messages to appropriate staff member
- Research different policy initiatives that affect the district
- Attend city council meetings and record meeting minutes

Brian Grady for District Attorney of Philadelphia

Volunteer

May 20XX–November 20XX

- Organized the campaign website and updated supporters on campaign developments
- Canvassed neighborhoods on behalf of the campaign and distributed campaign literature

WORK EXPERIENCE

Home Depot, Havertown, PA

Sales Associate

March 20XX–Present

- Recommend and help locate items for customers throughout the store
- Conduct inventory of materials and items in the flooring department
- Cash out customers at the register using payments such as cash, credit, or check

EXTRACURRICULAR ACTIVITIES & LEADERSHIP

La Salle University Judicial Board, *Member*

August 20XX–Present

- Participate in hearings; listen to and take notes concerning both the University's claims and students' claims and responses

La Salle Students' Government Association, *Director of Public Relations*

August 20XX–May 20XX

- Oversee all social media accounts and plan informational posts about campus events
- Serve on the Diversity, Equity and Inclusion Committee and introduce initiatives and programming to uplift BIPOC voices on campus
- Communicate student needs to the administration by attending monthly meetings and connecting students to appropriate staff and faculty

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint, Publisher), R Studio, ActiveNet

Language: Fluent in Spanish