

FIRST LAST

Edwardsville, IL 62025

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), Edwardsville, IL

Department of Political Science Research Assistant, January 2021 – Present

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

Supervisor's Name: Dr. Ted Legit

Supervisor's Phone: 618-650-3333

Okay to contact this Supervisor: Yes

- 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.
- Key Accomplishments:
 - Increased research efficiency by 15% for 25 staff members.
 - Ensured error-free submissions by utilizing grammar checking software.

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

Sample Federal Resume – Please contact us for additional assistance.

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

Supervisor's Phone: 618-656-4455

Okay to contact this Supervisor: Yes

- 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.

State of Illinois Governor's Office, Springfield, IL

Intern/Administrative Assistant May – August 2020

Salary: 12 USD Per Hour Hours Per Week: 30

Supervisor's Name: Gina Smith

Supervisor's Phone: 217-872-2222

Okay to contact this Supervisor: Yes

- 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 20xx

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

Relevant Coursework, Licenses and Certifications:

Professional in Human Resources Certification (PHR), Human Resource Certification Institute 06/2008 (recertified 11/2020)

Job Related Training/Education

- Annual Ethics Training, SIUE, IL – 2022
- International Affairs Society Midwest Conference, IN – Jan 2021
- Labor Management Relations Course, Air University, Maxwell Air Force Base, AL – Sep 2021
- Certified Master Trainer, Association of Talent Development, Denver, CO – Jun 2020
- Certified Emotional Intelligence Facilitator, TalentSmart Corp., Miami, FL – Jan 2019
- Examining Conflicts in Employment Laws, Equal Employment Opportunity Commission, Denver, CO – Aug 2018

Sample Federal Resume – Please contact us for additional assistance.

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

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

References

Colonel Angela XXXXX, 375th Air Mobility Wing Vice Commander, Scott AFB
(618) XXX-XXXX
angela.XXXXX@us.af.mil

Craig XXXXX, GS-15, Chief Learning Officer, AFMC, Tinker AFB
(405) XXX-XXXX
craig.XXXXX@us.af.mil

Professor James XXXXX, SIUE Political Science
(618) XXX-XXXX
pjames@siue.edu

Sample Federal Resume – Please contact us for additional assistance.

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