

POLITICAL SCIENCE / HISTORY EXAMPLE

123 Main Street, Winona, MN 55987

name@winona.edu

507-555-5555

OBJECTIVE

To obtain a position as a political staff member in a Congressional office

EDUCATION

Winona State University, Winona, MN

May 2009

Degree: **Bachelor of Arts, Political Science and History**

GPA: 3.8

Related Coursework: Political Research I & II, Policy Reform, Policy Studies, American Political Thought, Politics of Public Budgeting, Historical Research Methods and Historiography, History of Mexico, History of Andean Nations, History of Brazil, American Diplomatic History, and American Constitutional History

EXPERIENCE

Internship in Senator Richard J. Durbin's Washington D.C. Office, May 2008 – July 2008

- Provided constituent services such as Capitol tours, answering phones, and replying to mail
- Wrote several memos to the Senator about upcoming bills and floor statements
- Attended briefings, meetings, and presentations related to issues in the Senator's office

WSU Student Senate, Vice President, May 2006 – Present, currently serving 2nd term; Sophomore Senator, Vice Chair of Student Services Committee, Legislative Affairs Committee, August 2006– May 2007

- Supervise, evaluate, and train new Senators
- Utilize campus resources to successfully address student issues
- Lobby legislators at the state and federal level for higher education support
- Attended the D.C. Summit national conference for student government leaders, March 2006

LEADERSHIP ACTIVITIES

WSU American Sign Language Club member, President 2007 – Present, Vice President 2006 – 2007, Secretary 2005 – 2006, Member since 2005

- Advocate for the underrepresented deaf community
- Share knowledge of American Sign Language and the deaf culture with others
- Organize and lead weekly meetings

Political Science Association, September 2006 – May 2007

- Assisted in revising the club constitution
- Planned club events such as dinners and debates

Pi Sigma Alpha (Political Science Honor Society) – September 2006 – Present

- Assisted in re-establishing the club after it became extremely inactive
- Wrote a successful \$500 grant

Voter Registration Drives, November 2005, September 2007 – November 2007

- Canvassed student housing to ensure voters were registered
- Trained students to help others properly fill out registration cards
- Developed a strategic plan to carry out the most successful voter registration campaign possible

WINONA STATE HONORS

- Presidential Honor Scholarship, Winona State University
- Dean's List, Winona State University
- Resident Tuition Scholarship, Winona State University
- Political Science Department Junior Scholarship

Sample resumes available for download on Career Services Website: www.winona.edu/career/resumes

Call 507-457-5878 and setup an appointment with a career advisor to have your resume critiqued

Winona State University, Career Services, 314 Maxwell Hall, Winona, MN 55987