

FirstName LastName

Baltimore, MD

(410) 225-0000

tstudent@students.towson.edu

CAREER OBJECTIVE: To apply the knowledge acquired through a bachelor's degree in Political Science and Pre-Law to the Legislative Internship at the Maryland General Assembly

QUALIFICATIONS:

- Strong foundation in the areas of American Government, Constitutional and Administrative Law and Public Administration
- Solid ability to research and analyze information
- Strong written and verbal communication skills
- Able to work well independently or in a group setting
- Extensive experience with Microsoft Windows XP and Office 2003 and 2007 programs

EDUCATION:

Bachelor of Science in Political Science/Pre-Law – History minor

May 20xx

Towson University, Towson, MD

- GPA: 3.38/4.0
- Dean's List for Academic Achievement – 5 semesters
- Awarded the TU Board of Control Scholarship

Relevant Coursework: American Government, American Constitutional Law, Modern Political Thought, Methods of Public Policy Analysis, Administrative Law, Principles of Public Administration

WORK EXPERIENCE:

Front Desk Clerk

August 20xx - May 20xx

Any Place Apartments, Northern Michigan University Marquette, MI

- Provided information and assistance to tenants several times per day in a friendly and positive manner
- Read, interpreted, and explained policies and contracts to tenants to ensure best practices were met
- accurately and efficiently completed cash deposits of over \$15,000 weekly

Test Technician

Summers, 20xx and 20xx

Any Employer Any Place, MI

- Assessed electronic components' quality and functionality to ensure all orders met highest standards in product output, approximately 16 orders per shift
- Prepared orders for shipping by organizing, accurately labeling, and packaging items

CAMPUS INVOLVEMENT:

Member of Pi Sigma Alpha – National Honor Society

Fall 20xx-Spring20xx

Member of the TU Chapter – Student Law Forum

Fall 20xx-Spring20xx

COMPUTER SKILLS:

Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, and Publisher; Quark Express