

# Your Name

201 South 1460 East Salt Lake City, UT 84112  
firstname.lastname@email.com | 801-581-6186

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## SUMMARY OF QUALIFICATIONS

- Experience in international research for local and multinational firms regarding commerce regulation, import and export logistics, and legal compliance.
- Emphasis in foreign relations and the intersection of local, national and international policies on the global political landscape.
- Language Skills: Fluent in German, conversational in Dutch

## EDUCATION

*Bachelor of Arts in Major, University of Utah* *Month 20xx*

- Emphasis: Foreign Relations & Security
- GPA: 3.7, Dean's List

*Study Abroad* *Month 20xx - Month 20xx*  
Christian-Albrechts-Universität zu Kiel Kiel, Germany

### Relevant Course Work:

Justice & International Affairs  
International Human Rights

Political Geography  
Globalization & World Politics

European Politics  
Terrorism & Security

## EXPERIENCE

**International Trade Intern**, World Trade Center of Utah | Salt Lake City, Utah January 20xx – Present

- Assess the export and import-readiness of small enterprises in Utah to provide successful market-entry strategies for local and international clients.
- Research international trade procedures pertaining to global logistics, international marketing, trade compliance, legal concerns, and trade finance to inform client strategy.

**Foreign Affairs Intern**, European Parliament | Brussels, Belgium August 20xx – December 20xx

- Compiled weekly reports on U.S. politics focusing on trade and commerce and immigration policies to inform members of Parliament.
- Conducted research on the international goals and legislative priorities of the Progressive Alliance of Socialists and Democrats party to create policy briefs on international issues.
- Participated in conferences on global security, peace talks, and the MDGs.

**Manager, Barnes and Noble** | Salt Lake City, Utah Month 20xx – Month 20xx

- Streamlined organization of product database, improving operations and increasing efficiency.
- Trained, scheduled, and supervised 10 staff members, personally investing in their individual progress.
- Created a team environment, boosting employee morale, and increasing customer satisfaction scores.

**Lead Intern**, Salt Lake Peer Court | Salt Lake City, Utah Month 20xx – Month 20xx

- Facilitated peer-administered alternative to juvenile court system for youth who commit minor offenses
- Coached 5 interns in developing individualized behavior plans

## LEADERSHIP EXPERIENCE

**Campaign Volunteer**, Campaign for Senate | City, State March 20xx – November 20xx

- Coordinated Get Out the Vote (GOTV) efforts for the Sugarhouse neighborhood, with a 8% increase in voter turnout and 15% increase in awareness of candidate.
- Supervised 5 volunteers' efforts to promote candidate, including phone banks, house parties and canvassing trips.

**Board Member**, Department Student Advisory Committee | City, State Month 20xx – Month 20xx

- Directed and planned programming featuring campus staff and faculty on topics such as careers in international studies, learning abroad and finding your emphasis.

## Student Name

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*Bachelor of Arts in International Studies*

University of Utah

Emphasis: Foreign Relations & Security

GPA: 3.7, Dean's List

*Month 20xx*

Salt Lake City, Utah

*Study Abroad*

Christian-Albrechts-Universität zu Kiel

*Month 20xx - Month 20xx*

Kiel, Germany

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Justice & International Affairs

International Human Rights

Political Geography

Globalization & World Politics

European Politics

Terrorism & Security

### EXPERIENCE

*International Trade Intern*

World Trade Center of Utah

*January 20xx – Present*

Salt Lake City, Utah

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*Foreign Affairs Intern*

European Parliament

*August 20xx – December 20xx*

Brussels, Belgium

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### LEADERSHIP EXPERIENCE

*Campaign Volunteer*

Campaign for Senate

*March 20xx – November 20xx*

City, State

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*Board Member*

Department Student Advisory Committee

*Month 20xx – Month 20xx*

City, State

- Directed and planned programming featuring campus staff and faculty on topics such as careers in international studies, learning abroad and finding your emphasis.

**Name**

123 University Drive  
Salt Lake City, UT 84112  
Home: 000-000-0000  
E-mail:name@email.com

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Social Security Number: xxx-yy-zzzz  
Citizenship: United States  
Federal Status: N/A  
Veterans Status: N/A

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**OBJECTIVE:**

**Vacancy Ann. No.:** 03-008  
**Position:** Pretrial Services Officer, CL 25 – CL 28

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**SUMMARY OF SKILLS:**

- **Project coordination experience** on Community Policing Project with the Hillsborough County Sheriff’s Office. Completed specialized survey to identify and select law enforcement officers who demonstrate “service oriented” aptitudes. Gave community presentations and interviewed interested parties.
- **Juvenile Case Worker** by managing a caseload of 20 juvenile offenders. Supervised juveniles; counseled, monitored activities, assessed risk and maintained communication with juveniles, family and agency representatives.
- Skilled in organizing and presenting information, writing both technical and non-technical reports.
- Skilled in research, writing, analysis, data compilation and analysis of statistical and non-statistical data.

**Computer Skills**

- Microsoft Word, Power Point, Excel
  - Statistical report presentation, using Excel, Access and SPSS
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**EDUCATION:**

**The University of Utah**, Salt Lake City, UT, May 20xx  
B.A. Major: Economics; Minor: English  
GPA: 3.8

*Relevant Coursework:*

- Macro and Micro Economics
- Economic Theory and Application

- Quantitative Analysis I & II
- Directed Research, Social Psychology

*Thesis: Fill in here*

Explored the phenomenon of professional caregivers who commit serial murder in institutional settings. This thesis examines professional caregivers who commit serial murder in institutional settings. Analyzed a sample of 17 individuals (10 males, 6 females) who were professional caregivers and committed serial murder in institutional settings. Completed 11 in-depth case studies. Profiled this type of serial killer, summarized characteristics, and compared with characteristics of serial killers identified in previous research.

*Research Project: Fill in here*

Assisted a professor in an undergraduate criminology course: Environmental Law and Crime. Served as group leader for the semester class project. Presented the idea of establishing a new website about the University's recycling program, which was approved. Led group meetings in outlining and organizing the website, as well as gathering information to post on the website.

**WORK EXPERIENCE:**

09-20xx to 05-20xx. **Research Assistant**

15 hrs/week \$12.00/hr.

University of Utah, Department of Economics

Salt Lake City, UT

Supervisor, John Sullivan. Phone 000-000-0000. May contact.

**“Hiring in the Spirit of Service” Project:** Assisted with a multi-year study implemented to advance community policing to the next level through the identification and selection of law enforcement officers who demonstrate “service oriented” aptitudes.

- Attended weekly meetings and presented status reports on the project.
- Administered job analysis survey to over 100 community and “exemplary” agency representatives.
- Wrote informative project introduction notes for the questionnaires which improved understanding of survey and study mission.
- Presented the project to community groups, and conducted focus group interviews in 30-minute presentations using PowerPoint and handouts developed to provide information and support from the community.
- Identified “exemplary” agency representatives who demonstrated the “Spirit of Service” through supervisory reviews.
- Carefully reviewed and assessed psychological testing required of new applicants.

- Created databases using Access and entered data in to specifically designed Excel pages; conducted statistical analyses of all data; and wrote narrative of findings and summary statements.

## **VOLUNTEER EXPERIENCE:**

09-20xx to 06-20xx, *Intern*

10 hrs/week

The Department of Juvenile Justice

Salt Lake City, Utah

Senior Practicum: Intern with the Department of Juvenile Justice

### **Assisted Juvenile Case Worker:**

- Managed a caseload of 20 juvenile offenders. Authorized to make a determination of what type of retribution assignment would be appropriate for the offender based on the type of crime committed, the offender's background, and the capability of the juvenile, etc. Communicated with the offender and his/her guardian and made an appointment to meet with them at the office to explain what would be expected. Maintained follow-up contact with offender and guardian. Conducted close-out meeting with offender when retribution assignment was completed, wrote a summary report, and placed the offender's case information in a permanent record.
  - Group co-leader and facilitator for the Moral Reconciliation Therapy Group, a weekly meeting of 6-10 participants. The goal of the group was to help members understand 1) what they did was wrong, 2) how they got to that point in their lives, and 3) how they can begin to change their lives for the better. Provided and interpreted assignments to participants, and homework assignments to complete. Facilitated group discussions and worked individually with participants. Assessed whether each individual participant had "passed" their assignment and was ready to move on to the next assignment.
  - Group co-leader for weekly Art Therapy Group. Counseled youth in conceptualizing and implementing their ideas for a magazine publication. Informal counselor and mentor on quality of life, family and adjustment situations and concerns. Met with their guardians if juveniles were struggling in any aspect of their lives.
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