

Molly Monterey

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International Policy & Development professional with 5 years of experience in program management and design in Africa and the Middle East. Advanced French, Intermediate Spanish.

KEY SKILLS

- **Languages:** English (Native), French (Professional), Spanish (Limited Working Professional)
- **Data Analysis:** SPSS, R-Commander, NVivo
- **Data Visualization:** Tableau, Power BI, Canva
- **Monitoring & Evaluation:** Program Management and Design, Critical Thinking, Adaptability
- **Category (rename):** List of other key skills from the job description

EDUCATION

Middlebury Institute of International Studies Monterey, CA
Master of Arts, International Policy and Development May 2027 Candidate

- **Specialization:** French for Professional Purposes
- **Coursework:** Choose relevant coursework (ok to paraphrase course names), classes that show depth or breadth of experience, customize per job application

University of Wisconsin – Madison Madison, WI
Bachelor of Arts, Political Science and Economics May 2022

- **Honors:** List anything for which you were competitively selected such as scholarships, grants, student of the year, etc. Include dates
- **Study Abroad:** Consider listing study abroad experiences here to highlight intercultural skills

EXPERIENCE

Organization Name Location
Position Title Promoted June 2022 – April 2024

- Listing the organization above the position is a good way to feature any promotions
- Generally aim for 3-5 bullet points per position
- Use the Situation, Task, Action, Results (STAR) method
- Be concise but provide enough detail to show your value
- Employ strong action verbs

Position Title April 2021 – June 2022

- Lead with the most relevant bullet points to the job description
- Try not to repeat action verbs
- Showcase the scope and scale of your responsibilities and results
- Numbers pop – quantify when possible

Organization Name Location
Position Title January 2019 – April 2021

- Focus on unique contributions and quantify as much as possible
- Avoid unnecessary punctuation
- Consider reducing the font size in blank lines, e.g. reduce space size from 12pt to 6 pt

Organization Name

Location

Position Title

June 2017 – January 2019

- Think about times where you took initiative to address a problem
- Consider projects or tasks you were given because of your strengths
- Include the most relevant positions from the job description

GRADUATE PROJECTS (optional section)

Name of Class Project

December 2025

- Start with a brief description of the project scope and learning objectives
- Describe the actions you took to meet the project goals and your role on the team if part of a group project
- Articulate your findings and recommendations

PROFESSIONAL DEVELOPMENT (optional section)

- **Certifications:** List relevant certifications and dates
- **Leadership:** Highlight student club/council leadership roles and dates (including undergraduate positions)
- **Professional Associations:** Include conferences you've attended relevant to your field or presentations you've given
- **Publications/Podcasts:** List any articles you've published or podcasts you may have hosted including dates
- **Community Service:** Feature volunteer positions to demonstrate your commitment to mission-driven causes including dates