Federal, State, and Local Government Resume Sample

Degree Student

Career Starter, Switcher, Advancer

Professional Integrity: Students are expected to exhibit the highest level of personal and professional honesty as they engage in our programs and with our shared resources. You must always submit your own work rather than that of another participant or internet source. The following templates are meant to provide practical examples. **Do not include phrases or sentences directly from these samples in your resume.** When in doubt, consult your career services team.

RESUME LENGTH

It is fine to go over one page in order to include critical information that is relevant to the role you are applying to. Please do not exceed two pages and please do not leave out information for fear of going over one page.

FORMATTING

- Do not write in the header or footer of your document.
- Choose one font to use for your document (Calibri, Times New Roman). Use one font size for all body text (10.5 - 12 pt) and one font size for all section headings (1-2 points larger than body text). Margins should be between .5" - 1" on all sides. Line spacing should be at 1.0.
- Spell out all links - most employers use Applicant Tracking Software to screen online resume submissions, it will read short links as text and you will lose link functionality.

  ATS Friendly: https://careernetwork.2u.com/
  Not ATS Friendly: Career Network

MISCELLANEOUS TIPS

SUMMARY: Your resume's Summary section can also use bullets instead of a paragraph. Bullets are a great way to showcase accomplishments, recognitions, and relevant strengths to viewers. Example:

Summary

- Ambitious Project Manager with a passion for creating efficient processes and driving business efforts.
- Versatile team player with proven success in customer service and cross-team collaboration.
- Nominated multiple years in a row for Best in Industry Award.
- Proficient in a fast-paced environment; flexible, fast learner bringing curiosity and passion to every project.

WORK EXPERIENCE: How can you prioritize relevant experience that precedes your most recent roles?
Try creating two sections - Professional Experience and Additional Experience. This will allow you to bring your most relevant experience to the top and emphasize that to readers. Other work experience (going back to 10 years) can then be listed below as Additional Experience.

EDUCATION: When can you position schooling at the top of the resume?
1) If you have not held major titles or are recently entering the workforce, and 2) if you have a Master's program or higher. Otherwise, place the education at the bottom of the resume.

Jordan Price

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SUMMARY

[Summary section can use either bullet point format or paragraph format to sum up the title of the role you're seeking, accomplishments, relevant past experience, recognitions, and/or roles in projects built.]

- ***DO NOT*** *include entire phrases or sentences of this sample in your resume statement.*
- ***DO NOT*** *include personal pronouns in your summary (I, me, etc.)*

Example: Public Administrator with a tenure of success supporting government and local officials in planning and updating mandates to establish law and order. Effective at combining organization and problem solving to meet organizational goals. Known among staff for strong attention to detail no matter the complexity of the project.

PROFESSIONAL EXPERIENCE

Outreach Program Manager 20XX – Present
Community Youth Center Macon, GA
Spearhead partnerships with hard-to-reach community organizations and improve communication and relationships between local and national partners. Lead workshops and forums designed to improve the organization's image and credibility in communities.

Key Accomplishments:

- Increase participation levels from individuals of color by 75% through meaningful outreach activities.
- Create effective educational presentations for national coalitions to spur support from other non-profits.

Program Manager 20XX – Present
Youth Center Macon, GA
Scheduled meetings, events, and speaking opportunities for nonprofit director. Planned six of the organization's 10 annual events bringing in nearly $160,000 annually. Designed promotional materials and press skits for 10 annual events and other happenings. Managed all operational activities of the office.

Key Accomplishments:

- Served as director's backup for speaking events, educational talks, and community meetings.
- Teamed with the director to prepare an annual budget of $500,000.
- Recruited more than 200 organizational and event volunteers over four years.

ADDITIONAL EXPERIENCE

Office Manager 20XX – Present
Small Business Service Macon, GA
PerformED a number of administrative support and client service tasks to ensure efficient operation of the office environment. Skills: Critical Thinking, MS Office (Excel), Administrative Operations, Attention to Detail, Team Player, Multi-Tasking, Excellent Written, and Verbal Communication, Customer Service.

Key Accomplishments:

- Wear multiple hats in support of hitting turnaround times on large-scale projects.
- Effectively communicate both informally and formally in meetings with management and peers.

EDUCATION

Master of Science in Public Administration: Mercer University, Macon, GA (Expected: 20XX)
Bachelor of Arts in Public Relations: Mercer University, Macon, GA 20XX - 20XX

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

American Society for Public Administration, Member May 20XX

ADDITIONAL INFORMATION

General Skills: Organizational Behavior, Economic Analysis, Research Methods & Design
Programs: Microsoft Office Suite: Word, Excel, PowerPoint, Outlook
Languages: Spanish (Fluent); Mandarin (Native)