**First Last**

firstname.lastname@duke.edu | (000-000-000) | City, State | LinkedIn Profile

**Education:**

**Duke University,** Durham, NC Expected Graduation Month, Year

Major: Public Policy Studies Minor: Certificate:

Coursework: 1. No more than 2 lines. Choose courses related to the positions. Group courses according to department or academic topic. If majoring or minoring in a language, do not add the language here. Change the coursework, as necessary, depending on where you are applying.

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GPA: No more than 2 digits after the decimal point.

Dean’s List, Fall 202X -Spring 202X.

List named awards and scholarships here.

**Study Abroad University**, City, CountyFall 202X

Coursework: Add 1 line of classes and only if clearly relevant to the position you are applying for

**Relevant Policy Experience:**

**Name of Org,** City, State/County, *Your title* Summer 202X

* Use first person verbs, i.e.., describe or described (not describes)
* First bullet is the most important task or deliverable

**Name of Org,** City, State/County, *Your title* Fall 202X-Spring 202X

* One bullet is acceptable, but may include up to 3 bullets
* Always start with an active verb. However, if your title was Researcher, do not use researched as the first verb

## **Name of Org,** City, State/County, *Your title* Summer 202X

* See above

**Selected Leadership and Campus (or Campus-Community) Involvement:**

**Name of Org,** City, State/County, *Your title* Spring 202X-Present

## **Name of Org,** City, State/County, *Your title* Season 202X

**Additional Experience:**

**Name of Org,** City, State/County, *Your title* Summer 202X

**Skills:**

Languages: Basic/Intermediate/Advanced Proficiency in …

Computers: Basic/Intermediate/Advanced Proficiency in Microsoft (Word, Excel, PowerPoint, etc.), Google (Docs, Sheets, Slides…), STATA, Social Media…