

[Name]

Street Address  
City, State Zip

Phone  
Email

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**Education**

**Undergraduate Institution, City, State**  
Undergraduate degree, GPA  
Undergraduate Honors

Grad Month/Year

(If you hold more than one undergraduate or graduate degree, please include that, too)

**Related/Highlighted Coursework**

- Limit your list to no more than 10 courses
- Listing courses is a great way to demonstrate your knowledge of specified topics
- List the course name, not the course number
- Listed courses do NOT have to be directly related to the graduate degree you are applying for

**Experience** (to include professional work experience, internships, relevant part-time work experience)

**Organization's name: Location** (Starting Month & Year – Ending Month & Year)

*Title*

- Describe the knowledge, skills, or abilities you used, enhanced, or developed doing this job
- Each bullet point should tell the reader what you did, why you did it or who you did it for, and the results of your work (EXAMPLE below)

**Eclipse Incorporated: Rockford, IL**

May 2005 – Aug 2006

*Process Engineering Intern*

- Organized and collaborated on a lean principle implementation team in the shipping department resulting in a 20% cost savings, 30% capacity increase and 800 hour reduction in annual overtime.
- Presented previous project findings to entire manufacturing staff, effectively demonstrating how process engineering could benefit the company by making jobs more enjoyable and profitable, and provide employees with greater possibilities.

**International Experience** (if applicable to you)

To include Study Abroad experiences and/or international travel

**Applied Class Projects/Activities** (if applicable to you; use the same format you used in your experience section – EXAMPLE below)

**War-game / Decision Making Simulation (Iran in 2015)**

**Administered by senior RAND employee**

Spring 2008

- Reviewed briefing packets concerning various international and domestic scenarios regarding U.S. strategic interests pertaining to potential conflict flash-points.
- Confronted challenging situations demanding quick analysis and decision making with respect to logic trees, forms of communication pursued and military action recommended (to include the use of nuclear weapons).
- Participated in comprehensive de-briefings in which recommendations were made, decisions were analyzed, future scenarios were contemplated and lessons learned were thoroughly analyzed.

**Grant Proposal / Program Development Project  
Leadership & Public Administration**

Fall 2007

- Collaborated on a 5 member team in researching community solutions to current violent crime rates within a specific area inside of New Orleans proper.
- Planned and devised a program proposal and budget establishing the creation of a youth-based program targeting “at-risk” youth for gang recruitment and violent crime.

**Skills and Certifications**

Language: **if applicable, for example Fluency in Russian, Intermediate Mandarin, Beginning Arabic**

Computer: **List relevant software by name (and yes, include Microsoft Word, PowerPoint, Excel)**

Clearance: **if applicable, for example TS/SCI**

**Leadership, Service, Organizational Memberships, and Honors** **(this list does NOT have to be comprehensive – list those experiences you want to highlight most)**

**Big Event**

*Texas A&M University’s student run service project*

Spring 2008

**Tutor/Mentor**

*Bryan Collegiate High School*

Fall 2007 - 2008

**Rock Valley College’s Model UN Circuit Teams**

*Team Advisor*

2004 - 2006

**Student Advisory Board**

*Senior Board Member*

2005-2006

NIU Career Services’ Intern of the Year

2005

Scholastic Excellence in Operations Management

2004