**Political Science and Public Service Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Name**

Contact Information (Address, Phone number, Email address)

**Online Portfolio Available at: www.webaddress.com**

**EDUCATION/TRAINING** (TRAINING is optional)

**Bachelor of Science in** (either Political Science or Public Administration),Expected Graduation month/year

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

QPA: (list if noteworthy; 3.0+)

**Possible subheadings under Education: \***Study Abroad; Honors; Relevant Coursework**\***

**LANGUAGES:** (include level of proficiency)

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**PUBLIC RELATION EXPERIENCE  
Title** (for Community Service, your Job Title may be “Volunteer”), Organization, (dates)City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**WRITING PROJECTS (or PUBLICATIONS)**

* Title of project, date
* Title of project, date

**Campus Leadership/Involvement** (Highlight any leadership roles or positions held)

**Leadership Role,** Organization(dates)

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**; (possibly subheadings); Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Community Service/Involvement; Media Equipment/Skills; Graphic Design Experience; Media-Related Experience (Print/Electronic); Research Projects

**Political Science or Public Service Resume Example**

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**Aven Bittinger**

Contact Information: 408 Lancaster Drive, Shippensburg Pa 17257 Phone: 123-456-7890 Email: aboas.ship.edu

**EDUCATION**

**Bachelor of Science in Political Science,** May 2020

Minor: History

Shippensburg University, Shippensburg, PA

GPA: 3.44

**PROFESSIONAL INTERNSHIPS**

**Voter Engagement Intern**, Biden for President Campaign (August 2019 – Present)

Harrisburg, PA

* Engaged with Pennsylvanian voters concerning the policy stances of the candidate.
* Analyzed voting pattern among various demographics.
* Among collaboration with other interns, presented engagement strategies for Pennsylvania regions to supervisors.

**Policy Analysist Intern**, Greenlee Partners (May 2019 – August 2019)

Harrisburg, PA

* Established “policy tracking” and legislative calendars for each bill contracts monitored.
* Constructed 1-page summaries of each bill for accessible reading.
* Recorded and transcribed all meeting minutes into digitized format for easy reading.

**Communications Intern,** Pennsylvania Local Government Commission (May 2018 – August 2018)

Harrisburg, PA

* Released publication memos on behalf of Commission.
* Reported findings to senatorial and representative committees overseeing Commission.
* Assisted in the answering of public questions at Commission-hosted events.

**Shippensburg University Campus Leadership**

**President,** Student Government Association(May 2019 – Present)

* Represented undergraduate student interest in all university administration meetings.
* Empowered senators to engage with constituency through programming events.
* Coordinated with alumni to provide students alumni-events related toward state government.

**Vice President,** ShipVotes (October 2020 – Present)

* Engaged community at CornFest concerning how to register to vote.
* Created educational videos concerning election information for the SHIP community.

**Director of Marketing**, Residence Hall Association (November 2017 – April 2018)

* Responsible for all ad creation regarding Housing programs.
* Supervised social media and all postings.

**Professional references and portfolio available upon request**