

Political Science

777 5th Street
Government, FL 58976

(555) 777-5769
trustme@gmail.com

EDUCATION

Bachelor of Science in Public Administration
Pre-Law Minor
Flagler College, St. Augustine, FL

May 20xx

Flagler College Dean's List

20xx-20xx

PROFESSIONAL EXPERIENCE

Candidate for President Campaigner

20xx

Intern

- Specialized in survey calls, answering phones and directing over 1000 calls
- Coordinated 2 campaign events, organizing volunteers resulting in attendance of over 500 voters
- Planned campaign strategy for St. Johns County; introduced innovative ideas in canvassing resulting in increased voter registration over previous years
- Solicited funding for campaign headquarters

Avolio and Hanlon, P.C., St. Augustine, FL

20xx

Intern

- Recorded and catalogued evidence collected at scenes of accidents
- Researched case law to prepare demand packages
- Edited and proofed demand packages, sent to insurance companies or clients
- Filed legal proceedings at county courthouse
- Composed letters and transported confidential medical files

LEADERSHIP

St. Johns Police Athletic League Volunteer

20xx-Present

Council on Aging Board of Directors

20xx-20xx

Big Sister in St. Johns County Big Brothers and Big Sisters Program

20xx -20xx

SKILLS

Proficient in Lexis Nexis Legal Database, Twitter, Facebook, RSS feeds

