

# Your Name

Location | Email | Phone Number

## OBJECTIVE

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To obtain a part-time internship/co-op position where I can contribute and enhance my skills for a future career in XXXXXX

## EDUCATION

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**University of Central Florida, Orlando, FL**

Bachelor of Arts in Political Science, American Politics and Policy Track, August 20XX

GPA: 3.8/4.0

## RELATED COURSES

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Politics of the Western Europe  
Global Inequality and Society

Urban Society  
International Law

Race and Ethnicity  
Judicial Process and Politics

## EXPERIENCE

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**University of Central Florida, Orlando, FL**

*Undergraduate Research Intern*, Jan. 20XX – Present

- Direct short documentary for the agency, inclusive of student testimonials and current legislative news regarding PRIME STEM policy for the benefit of upcoming presentations and lobbying efforts
- Compile data and provide assessment report for the 20XX-20XX
- Lead tours to prospective PRIME STEM students to enhance their understanding of UCF academics and community life

**WPC, Washington, D.C.**

*Event Coordinator Assistant Intern*, Aug. 20XX – Sept. 20XX

- Helped coordinate staff and volunteers to host WPC Weekend 4 (ME\$, annual Donor Event) for **100+** guests and presenters. ME\$ generated **\$50,000** in donor commitments and pledges
- Assisted in organizing the 1<sup>st</sup> Annual MECD Benefit Dinner for **50+** distinguished guests
- Fundraised **\$15,000** for MECD campaigns and projects through Benefit Dinner event

## VOLUNTEER EXPERIENCE

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**United Nations Volunteers (UNV)**

*Editor*, Jan. 20XX – Present

- Support small international grassroots organizations and advocacy groups in providing publication material design and proofreading of formal documents and research

**21<sup>st</sup> Century Learning Center**

*Tutor*, Jan. 20XX – Dec. 20XX

- Tutored students in grades K-12 in Social Studies, Science, Mathematics, Reading, and Writing
- Assisted Students with completing homework assignments and projects
- Reinforced problem -solving skills and use creative methods to relay information to students