

## Jane Q. Public

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U.S. Citizen

### OBJECTIVE

**POLICY ANALYST:** GS-0301-11

Vacancy Number: 12345

### EDUCATION

**Masters in Arts, Environmental Management**  
**University of Colorado**  
 Denver, Colorado

5/2014

- Graduated with Distinction; 3.8 GPA.
- One-of-10 US graduate students out of 1,500 applicants awarded a \$20,000 Aldo Leopold Research Grant
- Thesis: *Will the Endangered Species Act Survive?*
- Presented thesis results to 50 ecologists at American Institute of Ecology Annual Meeting; Institute newsletter described presentation as a "tour de force"

**Relevant Coursework:** Environmental Law; Natural Resources Law; Advanced Epidemiology; Federal Health Policy; Quantitative Analysis; Environmental Crises in Developing Countries; Toxicology; Wildlife Ecology

**Bachelor of Arts, Political Science**  
**Minor: Legal Studies**  
**University of La Verne**  
 La Verne, California

5/2012

- Graduated with Departmental Honors
- Fluent in French
- Captain of the Basketball Team

### WORK EXPERIENCE

**SMITH, ROGERS AND ANDERSON**  
 100 Main Street, Denver, Colorado

**Paralegal**

9/2012 to 6/2014

Salary: \$30,000 per year

40 hours per week

Supervisor: John Doe (You may contact at 111-111-1111)

### ACCOMPLISHMENTS:

- Researched case law on five multi-million dollar lawsuits involving exposures to toxic chemicals, and summarized results in memos for four senior attorneys
- Tracked all document submission deadlines for cases and court appearance dates, and informed senior attorneys of approaching deadlines and dates
- Drafted about two letters per week to clients requesting information or updating them on case status
- Excellent reputation: Promoted from Paralegal I to Paralegal II 6 months after being hired; received very positive performance evaluations and bonuses every year