When applying for State of Wisconsin jobs or student internships, you should create a 1-2 page resume that contains more information and is more in-depth than a private sector resume. It should follow the KSAs listed on the vacancy announcement and detail how you have shown proficiency in each requested area. For more assistance in properly tailoring your resume on an agency-by-agency basis, please schedule an appointment with our Career & Internship Specialist: http://go.wisc.edu/1m3m72

Suzy State

123 Bucky Badger Dr., Madison, WI USA 53706

Suzy.State@wisc.edu, 608-262-3921

SUMMARY OF QUALIFICATIONS/PROFESSIONAL SUMMARY (optional) http://go.wisc.edu/787ack

A summary is NOT an objective statement. If you use a summary, start with a sentence or three that highlight your top qualifications for the position you seek based on the job announcement. It should focus on what the agency needs and how your top skills match those needs.

Proficient in managing multiple tasks to meet short- and long-term deadlines. Work experience includes both administrative and supervisory roles. Able to clearly explain and teach complex technical information to colleagues.

EDUCATION

University of Wisconsin – Madison

Bachelor of Arts, Expected May 20xx

Double Major: Political Science and International Affairs

GPA: 3.4/4.0, Dean's List (6 semesters)

> If you studied abroad, the experience should be listed under Education as shown BUT if the experience helped you develop relevant skills for the job/internship, it might also be able to go in the EXPERIENCE section below.

Arabic Language Institute, Fez, Morocco, Selected Participant, September - January 20xx

EXPERIENCE

Crestwood Neighborhood Association, Madison WI   July 20xx – Present

Vice President

> Each bullet point will be responding to a specific KSA sought by the agency as if it were a behavioral interview question. Depth is key!
> http://go.wisc.edu/4sk307

Hours per week: 1

- Developed and launched a program inviting city officials and representatives of community organizations to speak at five neighborhood general membership meetings per year. Invited public speakers included City of Madison Treasurer, Assessor, Building Inspector, Recycling Coordinator, Madison Public Library Director, and Wisconsin Department of Transportation engineers.

- Cold-called local government and community organizations to invite government representatives to speak on issues of significance to neighborhood association at five annual general membership meetings. Deliberated programs and initiatives in bi-monthly executive board meetings. Attended and participated in neighborhood general membership meetings and first annual Madison East Side Neighborhood Coalition meeting.

- Carried on as-needed email correspondence with local government representatives to coordinate their public speaking engagements at neighborhood general meetings.

United States Marine Corps, Camp Pendleton, CA   October 20xx – December 20xx

Information Technology Operations Manager   Hours per week: 55

- Conducted training seminars with communications personnel of subordinate and peer military organizations. Briefed superiors on communications plans prior to training exercises and deployments. Notified superiors of equipment malfunctions in person and explained troubleshooting and repair procedures to non-specialist superiors. Provided initial customer service and equipment troubleshooting via telephone.

- Conducted extensive email correspondence with military communications colleagues and civilian communications contractors regarding network architecture, equipment, and infrastructure problems, and future plans. Developed annotated diagrams and infographics for use in briefing non-specialist superiors regarding finely-detailed technical issues. Developed and circulated simplified operator manuals and supplemental diagrams for communications personnel possessing inadequate training with unfamiliar equipment. Wrote reports reviewing performance of communications personnel, assessing condition and effectiveness of equipment, identifying points of success and failure, and formulating recommendations for modification and improvement of communications network, equipment, and training exercises.

- Recovered, sorted, and interpreted data from communications hardware, software, and network architecture. Utilized spreadsheet programs, computer diagraming and vector graphics programs, and other software to compile, manipulate, and interpret data and to produce reports.

- Regularly requested by name to serve as technical liaison, advisor, and subject matter expert to a 4,800 member military organization and as Chief Information Officer to a 3,300 member military organization. Assisted communications supervisor in planning and troubleshooting digital communications network architecture in advance of field exercises. Requested to serve as liaison and evaluator during pre-combat deployment of two 1,200 member military organizations.

- Managed teams of 5-6 information technology specialists on over 20 field and training deployments. Instructed and supervised junior personnel and wrote monthly performance evaluations. Administered numerous periods of technical training for communications personnel and subordinate military organizations to establish universal communications standard operating procedures and assure maintenance of communications throughout all live-fire training evolutions.

CAMPUS AND COMMUNITY INVOLVEMENT

> These experiences are worth mentioning but not "bullet point worthy" (you are a member but have no responsibilities beyond attending events)

Alexander Hamilton Society, Member, UW-Madison, August 20xx-Present

ADDITIONAL EXPERIENCE

> These experiences show work history but are not "bullet point worthy"

Green Bay Pizza Company, Delivery Person, Green Bay WI, May 20xx –August 20xx

LANGUAGE SKILLS
Spanish (near native fluency), Russian (proficient speaking/listening)

COMPUTER SKILLS
Installation and use of Windows OS, Microsoft Excel, Word, PowerPoint, and Outlook; programming Cisco hardware and network architecture. Also familiar with HTML programming

> If you are applying for an IT intensive position, this section would be more specific and go between the EDUCATION and EXPERIENCE sections on the first page

PUBLICATIONS
If you have them, list them here in the appropriate style

PRESENTATIONS
Any solo or co-presented programming; especially if given at a regional or national conference

CERTIFICATIONS/LICENSES
Anything you might have from CNA to CPR to LCSW to AODA can be listed here with expiration dates