

Fredrick Federal

123 President Drive

Philadelphia, PA 19121

Mobile: 215-200-2222

Email: fredrick.federal@temple.edu

Country of citizenship: United States of America
Veterans' Preference: No
Highest Grade: GS-02-07, 06/20XX-08/20XX
Contact Current Employer: Yes

AVAILABILITY

Job Type: Permanent, Temporary positions
Work Schedule: Full Time, Part Time

DESIRED LOCATIONS

US-DC-Washington/Metro
US-VA-Northern

WORK EXPERIENCE

Department of Political Science

09/20XX - 5/20XX

Temple University

Philadelphia, PA US

Salary: 15 USD Per Hour

Hours per week: 25

Research Assistant

- Created reports using Microsoft Word about international security and political economies, including graphs and charts, which provided professors with crucial information necessary to conduct their research.
- Managed database in Microsoft Access by retrieving and entering data from more than 15 projects, creating a centralized location for 25 staff members to easily access information for conducting research.
- Coordinated with 25 faculty members and research partners via phone, email, and Microsoft Teams meetings to prepare weekly meetings and facilitate communication among research leaders which improved team efficacy and efficiency by brainstorming ideas and meeting deadlines.
- Contact Supervisor: Yes, Supervisor's Name: Dr. Albert Einstein, Supervisor's Phone: (215) 204-XXXX

ABC Tech

5/20XX - 9/20XX

Los Angeles, CA US

Salary: 13 USD Per Hour

Hours per week: 40

Receptionist/Administrative Assistant

- Coordinated the master calendar of all internal and external events in Google Suite, supporting a hybrid workforce in multiple locations.
- Prepared employee surveys and project metrics using Microsoft Excel to identify opportunities for improvement in operations.

EDUCATION

Temple University Philadelphia, PA
Bachelor of Arts - 5/20XX GPA: 3.45 out of 4.0
Major: Political Science 120 Semester Hours
Relevant Coursework, Licenses and Certifications: Macro
Economics, Micro Economics, Public Policy Process

LANGUAGES

Spanish
Spoken: Intermediate
Written: Intermediate
Read: Intermediate

AFFILIATIONS

International Affairs Society Vice President
College Democrats Events Chair

REFERENCES

Dr. Albert Einstein Department Chair
Department of Political Science Temple University
Phone Number: (215) 204-XXXX
Email Address: AEinstein@temple.edu
Reference Type: Professional

John Doe Director
ABC Tech
Phone Number: (909) 555-XXXX
Email Address: JD@abctech.com
Reference Type: Professional

**ADDITIONAL
INFORMATION**

Skills:
**Microsoft 365, Google Suite, Zoom, Microsoft Teams, social
media**

The United States federal government is one of our nation's largest employers. Federal agencies are hiring new employees from all fields of study around the country at competitive salaries. Below are five tips for starting your federal job search:

1. Go to <http://www.USAJOBS.gov> and create a USAJOBS account.
2. Upload your resume on the system. See page XX for a sample federal resume.
3. Search for jobs and internships by keyword, job category, location, or one of the three Pathways Programs which include the Internship Program, Recent Graduates Program, and Presidential Management Fellows Program.
4. As you prepare to apply for opportunities, seek out support and feedback via a Career Coaching appointment. Schedule via Handshake!