

**Hooter T. Owl**  
123 President Drive  
Philadelphia, PA 19121  
Mobile: 215-204-XXXX  
Email: hirehooter.owl@gmail.com

**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!