

Your Name

123 W 4th St.
Hays, KS 67601

785-628-4260
name@mail.fhsu.edu

EDUCATION

Bachelor of Arts in Political Science, May 20xx
Concentration: **Public Administration**
Fort Hays State University, Hays, KS
GPA: 3.41 on 4.0 Scale

Associate of Arts in General Business, May 20xx
Cloud County Community College, Concordia, KS

QUALIFICATIONS

- Skilled in conducting and presenting research
- Bilingual in Spanish
- Computer experience with Microsoft Office and Adobe Illustrator

INTERNSHIP EXPERIENCE

Summer Intern, Summer 20xx
Congressman Tim Huelskamp, Hays, KS

- Assisted constituents with questions and concerns
- Acted as a liaison between constituents and appropriate government agency

WORK EXPERIENCE

Administrative Assistant, August 20xx – Present
Herman Law Office, Hays, KS

- Maintain client contacts and acted as a liaison between clients and their attorneys
- Prepare legal documents for court cases
- Conduct legal research related to property issues

Medical Office Assistant, July 20xx – May 20xx
Cloud County Health Center, Concordia, KS

- Greeted patients, collected co-payments and verified insurance
- Answered phones, filed, and scheduled appointments
- Reviewed and sent medical records requests and followed-up with patients as needed

ORGANIZATIONS/ACTIVITIES

- Student Government Association, **Legislative Affairs Director**
 - Facilitated the planning of Higher Education Day at the capitol with other regents' schools
 - Coordinated annual "Big Event," a one day service project servicing the community
 - Monitor Bills and Resolutions in Kansas Senate and House pertaining to higher education
- Delta Zeta, **Panhellenic Secretary/Treasurer Chair**
 - Maintained budget and ensured membership dues and other fees are collected
- Fort Hays State Cross Country Team

COMMUNITY SERVICE/VOLUNTEER EXPERIENCE

- Big Brothers Big Sisters of Ellis County
- Habitat for Humanity

Candice Smith

1962 SW Vermont St.
Hays, KS 67601

(785) 555-5555
smith@mail.fhsu.edu

EDUCATION

Bachelor of Arts in Political Science, May 20xx

Concentration: **Pre-Law**

Fort Hays State University, Hays, KS

GPA: 3.80 on 4.0 Scale

Senior Thesis: *Is Force in Iran Justified? Applying War Theory and Principals of International Law*

INTERNSHIP EXPERIENCE

Kansas Senate Intern, January 20xx - April 20xx

State Senator Jerry Moran, Olathe, KS

- Assisted the Legislative Director and legislative staff in identifying, analyzing, and tracking legislation that would impact Kansas' 3rd Congressional District, leading to a well-informed staff and an effective legislative process.
- Answered constituent phone calls and responded to constituent letters, ensuring constituents were able to deliver their opinions to the Congressman and receive necessary federal assistance
- Drafted constituent letters, letters of recommendation, talking points, and memos for Senator, and performed all administrative support needed.

Legal Intern, Winter Break 20xx - 20xx

Calihan, Brown, Burgardt, Wurst & Daniel, P.A., Garden City, KS

- Conducted legal research and revised legal documents for staff attorneys
- Drafted a motion for summary judgement
- Attended court proceedings with attorneys

WORK EXPERIENCE

Law Clerk Assistant, April 20xx - Present

West Bank Legal Department, Wichita, KS

- Perform legal research and draft memos
- Maintain charged off loans and set up repayment plans
- Initiate legal remedies against default loan customers

Loan Assistant/Teller, Summer 20xx

Western State Bank, Scott City, KS and Garden City, KS

- Performed cash management, balanced drawer, and provided superior customer service
- Promoted and sold services including savings bonds and travelers' checks
- Set up commercial and consumer loans

HONORS/ACTIVITIES

- Pi Sigma Alpha
- FHSU Student Government Association
- Pre-Law Society