

# Federal Resume

123 Main Street  
City, ST zip  
email@email.com  
cell-pho-ne##

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**Country of Citizenship:** United States of America

**Veteran's Preference:** No

**High Grade:** N/A

**Desired Locations:** US-KC-Kansas City Metro  
US-DC-Washington  
US-VA-Arlington

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## EXPERIENCE

**Web Services, Inc.,** Des Moines, IA US

*Social Media Intern*

**Supervisor:** John Smith, 515-289-1555; may contact

*Managed the social media correspondence in Iowa for regional web design and hosting company. Clients were generally in healthcare with goal to expand to surrounding states.*

- Develop a social media platform in Twitter and Facebook with over 2800 followers in region
- Blog and contribute to represent the unique way Web Services approaches business
- Represent organization at local events and trade shows
- Recognized by management team for ability to change between projects

**Dates:** 9/20XX – Present

**Salary:** \$14.50 per/hour

**Hours/Weekly:** 22

**Department of Residence – UNI,** Cedar Falls, IA US

*Resident Assistant*

**Supervisor:** Dr. Jane Jones, 319-273-5555; may contact

- Provided leadership to 46 men in understanding and utilizing university resources
- Respond to multiple crises including: medical, emotional distress, and accidents
- Nominated by administration to participate in training hosted by LeaderShape Institute®
- Communicate with residents using Twitter, email, face-to-face, signage, and presentations

**Dates:** 8/20XX – 05/20XX

**Salary:** \$2420 per/month

**Hours/Weekly:** 20

## EDUCATION

**Bachelor of Arts** (*Month 20XX*)

**University of Northern Iowa:** Cedar Falls, IA 50613 USA

**Credit Hours Completed:** 137

**GPA:** 3.44 out of 4.00

**Major:** English

**Relevant Coursework:** Information Systems, Global Politics, World Religions

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## LANGUAGE SKILLS

### English

Spoken: Advanced

Written: Advanced

Read: Advanced

### Spanish

Spoken: Intermediate

Written: Intermediate

Read: Intermediate

### Japanese

Spoken: Basic

Written: Basic

Read: Basic

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## REFERENCES

**Name** John America  
**Employer** Company Name  
**Title** President, CEO  
**Phone** 319-273-0000  
**Email** johnamerica@company.com  
**Type** Professional

**Name** Dr. Jane Doe  
**Employer** University of Northern Iowa  
**Title** Professor, Anthropology  
**Phone** 319-273-0000  
**Email** Jane.Doe@uni.edu  
**Type** Personal

**Name** Jane America  
**Employer** Company Name  
**Title** President, CEO  
**Phone** 319-273-0000  
**Email** janeamerica@company.com  
**Type** Professional

**Name** Dr. John Doe  
**Employer** University of Northern Iowa  
**Title** Professor, Anthropology  
**Phone** 319-273-0000  
**Email** John.Doe@uni.edu  
**Type** Personal

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## RELATED CLASS PROJECTS

**Using Twitter to Track Ebola**, University of Northern Iowa Semester 20XX  
*Digital Interactive Studies I*

- Analyzed trending topics regarding Ebola to develop real-time understanding of disease spread
- Reported findings to faculty and have sent copy to the Centers for Disease Control

**Education of Children in a Refugee Camp**, UNI Semester 20XX  
*Global Politics*

- Identified opportunities to teach basic math, reading, and writing to children during crises
  - Spoke with representatives from the Red Crescent/Cross regarding proposals
  - Participated in a web-based speaker series
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## LEADERSHIP & ACTIVITIES

Senator, Northern Iowa Student Government, Cedar Falls, IA US 09/20XX – 05/20XX  
Volunteer, Habitat for Humanity, Waterloo, IA US 09/20XX – 05/20XX

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## COMPUTER SKILLS

### Languages

C#: Advanced  
Java: Advanced  
Mumps: Advanced

### Design

Adobe Illustrator: Intermediate  
Adobe Fireworks: Intermediate