

FirstName LastName

Baltimore, MD

(410) 225-0000

tstudent@students.towson.edu

EDUCATION

Bachelor of Science in Political Science/Pre-Law – History minor

May 20xx

Towson University, Towson, MD

- GPA: 3.38; Dean's List five semesters
- Awarded the merit-based TU Board of Control Scholarship
- **Relevant Coursework:** American Government, American Constitutional Law, Modern Political Thought, Methods of Public Policy Analysis, Administrative Law

EMPLOYMENT

Front Desk Clerk

August 20xx - May 20xx

Any Place Apartments, Towson, MD

- Provided information and assistance to tenants in a friendly and positive manner
- Read, interpreted, and explained policies and contracts to diverse tenants
- Accurately and efficiently completed cash deposits of over \$15,000 weekly

Test Technician

Summers, 20xx and 20xx

Any Employer, Baltimore, MD

- Assessed electronic components' quality and functionality to ensure all orders met highest standards in product output
- Processed approximately 16 orders per shift
- Prepared orders for shipping by organizing, accurately labeling, and packaging items

LEADERSHIP

Pi Sigma Alpha – National Honor Society, Member

Fall 20xx-Spring20xx

- Attended weekly meetings, learning from guest speakers, and discussing relevant political topics
- Volunteered 15-hours each semester on projects benefitting the Towson community

TU Chapter – Student Law Forum, Vice President

Fall 20xx-Spring20xx

- In President's absence, led chapter meetings, ensuring they were effective and efficient
- Coordinated team of ten committee members to spearhead legislative advocacy initiative

SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, and Publisher
- Conversationally fluent in Spanish