

Polly Psi

1234 Main St. Lawrence, KS 60645 • 555-555-5555 • pollypsi@ku.edu

EDUCATION

The University of Kansas

Bachelor of Arts in Political Science

- GPA: 3.6
- Beta Sigma Phi Outstanding Service Scholarship

Lawrence, KS
Expected May 20XX

University of Essex

Political Science Study Abroad Program

- Traveled extensively throughout England and Europe, interacting with many cultures and acquiring advanced language skills
- Performed research regarding the differences in governmental systems between England and the United States

Colchester, England
Spring 20XX

INTERNSHIP

United States Senate

Senate Intern

- Researched and compiled reports on legislation regarding a variety of issues
- Identified a gap in communication between staff and interns and created a system to more effectively distribute information
- Gained strong written and interpersonal communication skills by leading media presentations
- Attended Pentagon briefings, congressional lectures, think-tank presentations, and committee hearings
- Addressed constituent concerns by phone and through mail

Washington, DC
January 20XX – August 20XX

LEADERSHIP EXPERIENCE

Alpha Chi Omega Sorority

Vice President, Recruitment

- Coordinate with other house leadership members to organize and implement recruitment activities
- Revised recruitment campaign to reach a broader audience and improve campus presence
- Oversee the development, coordination, and implementation of fall recruitment events for approximately 30 pledges

Lawrence, KS
May 20XX - Present

Member

- Volunteer as an advocate at Women's Transitional Care Services as part of house philanthropy service
- Participate in numerous workshops and presentations for chapter members

August 20XX - Present

WORK EXPERIENCE

University of Kansas, Department of Housing

Data Entry Assistant

- Worked independently and efficiently while entering housing applications and payments into database
- Compiled paperwork for damages; entered information into database and sent out notification of charges
- Created invoices and billed various campus departments

Lawrence, KS
May 20XX - December 20XX

Bank of Commerce

Teller

- Completed transactions accurately and efficiently while providing outstanding customer service
- Ordered savings bonds when necessary and completed paperwork for file transfers
- Sold and ordered money to and from the Federal Reserve Bank

Chanute, KS
Summers 20XX – 20XX