

TARGETED RESUME – EXPERIENCE BY CATEGORY

This format is recommended for job-seekers who have easily identified categories of experience related to their job objective.
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EDUCATION

Colby College, Waterville, ME

B.A. expected 2005

Major: Government, with a Concentration in Public Policy.

Honors: Dean's List, every semester; GPA 3.63
Laurie Peterson Memorial Prize in Government.

RESEARCH AND TEACHING EXPERIENCE

Government Department, Colby College, Waterville, ME

Data Analyst

Conducted computer analysis of survey data measuring media impact on the 2004 presidential election. Created PowerPoint presentation of key findings. Fall 2004

Teaching Assistant

Led a weekly discussion section of fifteen students in an American Congress Course. Spring 2004

Bonney Youth Network, Lewiston, ME

External Evaluator

Interviewed administrators and participants in this juvenile delinquency prevention project. Examined all archival records. Presented oral and written analysis and recommendations to program directors and Colby Public Policy Seminar. Fall 2003

WRITING AND EDITING EXPERIENCE

The Colby Echo, Waterville, ME

Sports Editor

Assigned and edited all sports articles and photography. Designed layout of sports section. Wrote a weekly column highlighting various teams. 2003-04

Colby College News Bureau, Waterville, ME

Staff Writer

Wrote 12 feature stories on campus events for publication in local newspapers. 2002-03

ADMINISTRATIVE AND INTERPERSONAL EXPERIENCE

Office Of U.S. Senator Olympia Snowe, Washington, DC

Intern

Researched legislation and policy issues. Responded to constituent correspondence and made referrals. January 2003

Campaign Volunteer

Contacted voters by phone. Distributed leaflets. Performed necessary office work. Fall 2002

Colby College Residence Hall Staff, Waterville, ME

Resident Assistant

Oversaw 25 students in a coed dormitory. Organized social events and counseled students. 2002-03

References and Portfolio of Writing Samples Available Upon Request.