

First Name Last Name
Address
City, State Zip
(123) 456-7890
Name@email.com

Objective:

This is a very brief statement about why I'd like to work in politics this year. It is very, very brief but lets people understand why I want to do this kind of work and why I will be a dedicated employee.

Work Experience:

X for Congress Campaign, Intern – Summer, 2006 – City, State

- Worked closely with the Field Director and Field team in persuading swing voters via telephone
- Assisted the Field Team with canvassing activities – including preparing maps and walk-lists as well as doing voter persuasion canvassing
- Helped the campaign staff at various Field and Finance events

Company Y, Executive Assistant – May 2005 – Present – City, State

Primary responsibilities include:

- Maintaining the schedule for the Vice President of Marketing
- Acting as a liaison between the Marketing Team and other departments
- Coordinating various annual large mailing projects, especially the Marketing Department's Holiday Cards
- Various other administrative and office tasks

Clothing Store Z, Sales Associate – February 2004 – December 2004 – City, State

- Worked with customers to assist them in their shopping
- Assisted the store manager with reconciling the financial records at the end of each night
- Helped maintain the appearance and cleanliness of the store

Education:

- Currently in 3rd year of college, seeking a joint degree in Political Science and Marketing, expected graduation date: May, 2009
- Democracy for America Training Camp for Political Rookies – May 2007

References:

- Name 1, Title when I worked with them, Phone #, email
- Name 2, Title when I worked with them, Phone #, email
- Name 3, Title when I worked with them, Phone #, email