

# Abraham Lincoln

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## OBJECTIVE

- Obtain a position at XYZ Company where I can maximize my management skills, quality assurance, program development, and foreign language experience and expertise.

## EXPERIENCE

*Public Affairs Assistant, Department of State, Washington, DC* Sept 20XX – August 20XX

- Served as point of contact for all external communications with public affairs team within Bureau of Educational and Cultural Affairs
- Supervised ten contractors on communications project
- Pitched media for program publicity resulting in four newspaper articles and two interviews
- Facilitating biweekly team meetings and monthly diversity training presentations for twenty to thirty internal staff members

*Intern, Department of State, Washington, DC* Sept 20XX – August 20XX

- Wrote fifteen articles about foreign education initiatives in Bureau newsletter & press releases
- Drafted twenty memoranda for the Undersecretary of State
- Assembled financial and budget information for use in Educational and Cultural Affairs material

*Political and Economic Section Intern, U.S. Consulate, Madrid, Spain* June – August 20XX

- Researched and wrote regional economic and political briefs for US Ambassador's Madrid consulate district visits
- Compiled ten briefs with fifteen professionals in regional chambers of commerce, banks' nongovernmental organizations, and government offices
- Synthesized information from external research and interviews

*Program Coordinator, ABC Afterschool Program, Philadelphia, PA* Sept 20XX – April 20XX

- Developed and monitored program goals and policies resulting in the highest recorded performance in ten years
- Recruited, trained, and managed twenty-five adult mentors and twenty youth in three mentoring programs in limited resource communities
- Developed marketing and training materials for use in programs and mentoring initiatives
- Wrote and managed two program grants, hired three outside contractors for grant implementation
- Communicated daily in Spanish with program participants and their families

## EDUCATION

**Marble House College, Philadelphia, PA** May 20XX

*Bachelors of Arts in Economics, Spanish Language (double major); GPA: 3.5*

Relevant Coursework: Macro Economics, Micro Economics, Public Policy Process

## LEADERSHIP AND COMMUNITY INVOLVEMENT

*Diversity Workshop Facilitator, Tri-College Winter Institute* Sept 20XX – May 20XX

- Developed twelve forums for dialogue between diverse student groups
- Built five partnerships between student groups through cultural programming

*President, Marble House Business Society* May 20XX – May 20XX

- Recruited four executive committee members, planned meetings
- Managed a membership base of 40+ students
- Organized club involvement in business related workshops/events

*Spanish Department Representative, Marble House College* Sept 20XX – May 20XX

- Represented 100+ students at language department meetings

## SKILLS

Language Skills and Regional Expertise

- Fluent in Spanish, advanced Spanish reading and writing
- Regional expertise in Balkan, Post-Soviet, and Western European political issues (including extensive regional travel)

Computer Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)