

# RESUME TEMPLATE: MPP, less than 5 years of work experience

Street Address, City, ST 01234      319-456-8765      [name@uchicago.edu](mailto:name@uchicago.edu)      LinkedIn URL

## EDUCATION

**The UNIVERSITY of CHICAGO HARRIS SCHOOL of PUBLIC POLICY**      Chicago, IL  
Candidate for Master of Public Policy (MPP)      June 2015  
Dean's Fellowship/Scholarship      2013-14

**UNDERGRADUATE UNIVERSITY/COLLEGE**      City, ST  
B.A., Cum Laude, Economics      2011

**University of Valencia**, Semester Abroad Program      Valencia, Spain  
Completed 12 credits in ----, ---- and ----      Jan-May 2010

## EXPERIENCE

**Illinois Finance Authority**      Chicago, IL  
**Program Analyst**      2011-2013

- Conducted policy and research analysis of key sectors to evaluate...
- Analyzed market trends...
- Audited purchase requisitions...

**ABC Organization**      City, ST  
**Intern**      May-Aug 2011

- Conducted research on ...
- Prepared **Excel** spreadsheet of ...
- Maintained and updated information in database...

**Ethics Department, Undergraduate College**      City, ST  
**Research Assistant**      Jan-May 2011

- Identified and reviewed literature on...
- Catalogued materials...
- Prepared report and presented in PowerPoint to ...

**Undergraduate College**      City, ST  
**Library Assistant**      Jan-Dec 2010

- Prepared and submitted electronic inter-library loan requests
- Shelved publications and staffed circulation desk

## SKILLS

Excel, PowerPoint, Word, STATA  
Bi-lingual English-Spanish

## ACTIVITIES

ABCD Org., Vice President, Membership      2014-15  
Chicago Policy Review, Editor and Writer      2013-14  
Undergraduate College Writer's Workshop, Editor      2009-10  
Volunteer, Grace Women's Shelter, City, ST      2009-11