

SAMPLE STUDENT

201 Student Success Center • Columbia, Missouri 65211
573-555-5555 • student@mail.missouri.edu • www.linkedin.com/in/samplestudent

EDUCATION

University of Missouri, Columbia, Missouri

Master of Public Affairs: Area of Specialization: Public Policy May 20__
GPA: 3.65/4.00

Bachelor of Arts in History May 20__
Minor in Social Justice
GPA: 3.9/4.00, Graduated with Honors

INTERNSHIP EXPERIENCE

The Junior League of Mid-Missouri, Columbia, Missouri May 20__ – August 20__
Intern, Teen Pregnancy Prevention Project

- Assisted in the management of Teen Outreach Programs in 3 Missouri cities which focused on decreasing adolescent pregnancies and school dropout rates
- Wrote 2-year foundation grant proposal for annual budget of \$200,000
- Planned and organized sessions for the annual training conference which hosts 100 professionals

Missouri KidsFirst, Jefferson City, Missouri May 20__ – August 20__
Intern, Child Sexual Abuse Treatment Program

- Collected and analyzed data to determine relationship between children's length of treatment and the sources of their referrals
- Collaborated with supervisor and two fellow interns to propose a change in child abuse policy in Missouri
- Organized public relations event for 100 guests to raise awareness of the Child Sexual Abuse Treatment Program

TEACHING EXPERIENCE

Department of History, University of Missouri August 20__ – Present
Teaching Assistant

- Planned lessons and instructed 100 undergraduate students per course weekly
- Led weekly small discussion sections, covering lecture topics more in depth
- Graded papers and provided feedback through comments and one-on-one meetings
- *History 1200.1 – Survey of U.S. History to 1865 (2 semesters)*
- *History 1200.1 – Survey of U.S. History since 1865 (2 semesters)*

RESEARCH EXPERIENCE

Institute of Public Policy, MU Harry S. Truman School of Public Affairs

Graduate Research Assistant

August 20__ – Present

- Assisted with the Aging Out of Foster Care in Missouri Study to assess the need for public policy changes in Missouri foster care and adoption policy
- Collected data about young adults after their transition out of foster care, looking specifically at education levels, employment rates, and criminal history
- Collaborated with supervisor to interpret the collected data and report results
- Researched current and past policy on this topic to assist with the proposal

Community Policy Analysis Center, University of Missouri

Graduate Research Assistant

August 20__ – May 20__

- Assisted with data collection for the Howard County Rural Entrepreneurship Study to assess Missouri communities' entrepreneurial environments
- Collaborated with the Community Policy Analysis Center researchers to identify business owners who had been operating for less than 5 years in the community
- Completed Webmail management, filing, and other administrative duties

PUBLICATIONS

Lockes, T., **Student, S.**, & Rice, A. (20__). "Aging Out of Foster Care: The Rural Midwest and Youth Outcomes." *Journal of Youth and Adolescence*.

Hartford, M, Johnson, R. & **Student, S.** (20__). "Policy in the Juvenile Justice System: Missouri's Department of Youth Services Model for Youth in Corrections." *Journal of Political Science and Public Affairs*.

Student, S. & Reese, Z. (20__). "At-Risk Youth and Community Programs in Small Town America." *Journal of Public Affairs*.

PROFESSIONAL PRESENTATIONS

American Correctional Association Annual Research Conference, Dallas, Texas

Oral Presentation

March 25, 20__

Hartford, M, Johnson, R. & **Student, S.** (2016). "Policy in the Juvenile Justice System: Missouri's Department of Youth Services Model for Youth in Corrections."

The Public Affairs Council Mid-Western Region Symposium, Chicago, Illinois

Poster Presentation

May 18, 20__

Student, S. & Reese, Z. "At-Risk Youth and Community Programs in Small Town America."

GRANTS & SCHOLARSHIPS

- **Chester A. Baker Memorial Endowment Fund**, Harry S. Truman School of Public Affairs
- **Dr. Stanley Botner Memorial Scholarship**, Harry S. Truman School of Public Affairs

PROFESSIONAL ASSOCIATIONS

- **The Public Affairs Council**, Student Member
- **Association for Public Policy Analysis and Management**, Student Member
- **Society for Child and Family Policy and Practice**, Student Member

CAMPUS INVOLVEMENT

The Association of Mizzou Public Affairs Students

Vice President

August 20___ – May 20___

Member

August 20___ – May 20___

Student Ambassadors

Ambassador

August 20___ – May 20___

LANGUAGES

- **American Sign Language** (Proficient)
- **Spanish** (Proficient)

COMPUTER SKILLS

- Adobe: InDesign, Photoshop, Premier Pro
- SPSS
- Wordpress
- Advanced Microsoft Excel and Access Skills