



\*\*\*This is only a sample resume, the exact format does not need to be followed\*\*\*

# MOLLY E. MAJOR

555 North East Rd. · Frankenfield, MA 12345 · 222.333.444 · molly.elizabeth.major@gmail.com

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## EDUCATION

State University of Missouri, MO May 2020  
Bachelor of Arts in Political Science, Minor in Economics

## SELECTED PROFESSIONAL EXPERIENCE

### An Organization You Know

*Associate* Summer 2018 - present

- Responsible for supervising two student interns
- Arranged logistics for briefings with various staff members and government officials
- Restructured filing system for office-wide data entry
- Coordinated logistics for up to 120 business events in major cities across the country
- Maintained supporter, client and volunteer national database

Jones for Congress Campaign December 2017 - May 2018

### *Intern*

- Served as a campaign intern by managing phones, filing mail, and responding to or referring to constituent concerns
- Aided Events/Fundraising Department by conducting research on potential donors

Alternative Spring Break Trip December 2016 - May 2017

### *Executive Director*

- Supervised 12 student staff members
- Organized programming and budget for week long program
- Facilitated communication among constituents regarding various issues

## SELECTED LEADERSHIP EXPERIENCE AND COMMUNITY INVOLVEMENT

2017 - 2018

### *Chapter President*

- Managed 35 officers in the implementation of chapter policy and event planning
- Assisted over 190 chapter members as a 24 hour emergency contact
- Served as a liaison between Advisory Board, university officials and chapter members
- Authored and supervised the implementation of recruitment plan to increase size of pledge class by 35%

State Daily Newspaper, State University 2018

### *Assistant Editor*

- Responsible for assigning coverage to 15 staff writers
- Editing articles for print and online publication

Great Work Service Group, State University February 2016 - November 2017

### *Committee Member*

- Designed and coordinated university and community wide service projects raising over \$20,000 for Habitat for Humanity and the Susan G. Komen Breast Cancer Foundation

## VOLUNTEERISM

Court Appointed Special Advocates volunteer Summer 2016  
Habitat for Humanity volunteer June 2015 - March 2016  
Relay for Life volunteer August 2015

## HONORS AND AWARDS

Mortar Board Honors Society  
Smart Kids Scholarship