

Market Your Skills:
Administrative, Communication,
Leadership, Multitasking,
Foreign Language

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Campus Address:
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Permanent Address:
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EDUCATION

Northwestern University, Evanston, Illinois
Bachelor of Arts in Political Science
Cumulative GPA: 3.63/4.00
30 Quarter Hours

Federal resumes require you to include
of quarter hours to ensure eligibility

June 2016

WORK EXPERIENCE

Civic Center of Evanston, Evanston, IL
Sustainability Intern

Find a way to highlight
subject area expertise.

May 2013 – Present
Hours per week: 20

- Project Manager: responsible for participant outreach and recruitment for the Citizens' Utility Board Energy Savers online program as well as recruitment for local businesses and restaurants to participate in rewards program for the Citizens' Utility Board Energy Savers online program
- Composed sustainability updates for Evanston's sustainability newsletter on a weekly basis.
- Investigated projects, programs, and businesses in Illinois to help reduce individual home's electricity bill and carbon footprint

Grassroots Campaigns, Inc. Planned Parenthood, Philadelphia, PA
Canvasser and Field Manager

Include hours
worked/week

May 2011 – July 2011
Hours per week: 30

- Raised an average of over \$150 per day average for Planned Parenthood by acquiring monthly and one-time donations
- Managed and trained a new crew of 2-4 other canvassers to ensure they raised a minimum of \$120 per day in any given Philadelphia location

LEADERSHIP EXPERIENCE (Northwestern University)

Associated Student Government (ASG)

September 2012 – September 2013

Senator (Residential Caucus), Group Executive, Clerk of the Senate

- Sat as an elected member of the Senate and represented a 600-student dormitory
- Served as a Group Executive in the Student Groups Committee: responsible for consulting and advising Northwestern student recognized theater groups. This entailed quarterly audits, attending their productions and events, building public relations strategies, and maintaining a relationship with each group's treasurer and president
- Distributed funding from the Student Activities Fund (approximately \$10,000) to different student groups based on quarterly applications and audits

Chief of Staff

September 2013-Present

- Chair the Operation Committee: plan and organize all internal functions
- Responsible for maintaining, analyzing, and promoting member retention and satisfaction

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint, Outlook

Language: Entry-level French

Include level of
language
proficiency

Highlight leadership
experience and relevant
campus involvement