

FLEXIBLE ELECTRONIC RESUME

Susan B. Anthony

SSN: 123-45-6789

5301 Horizon Drive

Washington, D.C. 00000

E-mail: anthonybsb@com.com

Home Phone: 202-333-0000

Cell Phone: 301-444-0000

Citizenship: United States

Federal Civilian Status: N/A

Veterans Preference: N/A

Languages: Oral Spanish--fluent conversational

Written Spanish--Read and write everyday materials fluently

Security Clearance: Can obtain a security clearance

OBJECTIVE:

USAID New Entry Professional Program or Internship Programs

SUMMARY OF QUALIFICATIONS AND SKILLS:

Service-motivated student with keen interest in international relations, humanitarian services and women's and children's issues. Significant research and writing abilities and verbal communication skills. In-depth computer proficiency. Familiar with HTML formatting/website development.

EDUCATION:

University of Colorado, Boulder, CO 80222

Sophomore, B.A., International Affairs, expected 20xx

Relevant Courses: International Development, Global Environment, International Economic Relations and United States Foreign Policy.

Edgemere High School, Claxton., MD, 80222, Graduated, May 20xx.

College Preparatory Classes. GPA 4.0 in History, 3.8 overall.

Relevant Courses: Spanish I and II, American History, History of Western Civilization (Honors Course), Global Environment in Contemporary Society (Honors Course), and Advanced Technology (Honors Course).

AWARDS:

Writing Award for research report on "Ecofeminism and the Global Environment"

Social Science Award for Report on "Working Women of the World"

Public Speaking Team Award for debate team accomplishments for 20xx and 20xx.

EMPLOYMENT:

20xx to Present; 10 hours/week; **Library Aide**; \$10/hour; Claxton Public Library, 10 University Avenue, Claxton, MD 00000; Supervisor: Mary Goodwell, 301-777-0000 – may contact.

Conduct research and analysis of library websites and maintain and update Claxton Library website. Plan, develop and present monthly special programs/displays concerning featured publications and free seminars. Design graphics and compose text for brochures, schedules and newsletter. Provide information to library visitors and assist individuals in finding specific literary volumes and conducting database searches.

20xx to 20xx; 8 hours/week; Administrative Assistant, \$7.50/hour; Kemmer & Silver, Law Associates, Claxton, MD.; Supervisor: Janice Cummins, 301-766-6100 - may contact.

Provided copying support, produced handouts and assembled official documents. Sorted and distributed mail.

COMMUNITY ACTIVITIES:

Member of Church Youth Group - active in food drives and Summer of Service (SOS); donated more than 100 hours for community programs; personally raised \$250 to benefit people in Third World countries; helped to clean houses affected by floods resulting from Hurricane Isabel.

PERSONAL INTERESTS & GOALS

Enjoy travel and experiencing other cultures and customs. Recently traveled to Latvia, home of my mother's ancestors, as well as extensively throughout the United States and Mexico. Breed and raise purebred miniature Dachshunds.