

Bert Johnson

4321 Winding Way • Jackson, MS 35521 • 662-444-4458 • bejohnson@email.net

Summary of Skills

Ability to multi-task • Goal Oriented • Strong Computer Skills • Capable Leader
Team Player • Willing to Relocate • Enjoys New Challenges

EDUCATION

20XX-Present	Delta State University	Cleveland, MS
Bachelor of Science	Major: Political Science/ Minor: History, GPA: 3.8 Anticipated Graduation Date: December 20XX	

EXPERIENCE

Spring 20xx	Senator Richard J. Durbin's Office	Washington D.C.
	<i>Student Intern</i>	
	<ul style="list-style-type: none">• Attended briefings, meetings, and presentations related to issues in the Senator's office• Conducted research on election related issues• Wrote several memos to the Senator about upcoming bills and floor statements	

DELTA STATE UNIVERSITY LEADERSHIP EXPERIENCE

20xx	Student Government Association	
	<i>Vice President</i>	
	<ul style="list-style-type: none">• Supervised, evaluated, and trained new Senators• Utilized campus resources to successfully address student issues• Lobbied legislators at the state and federal level for higher education support• Attended the D.C. Summit national conference for Student Government Leaders	
20xx-20xx	American Sign Language Club	
	<i>President</i>	
	<ul style="list-style-type: none">• Advocated for the underrepresented deaf community• Shared knowledge of American Sign Language and the deaf culture with others• Organized and led weekly meetings	
20xx	Pi Sigma Alpha, Political Science Honor Society	
	<i>President</i>	
	<ul style="list-style-type: none">• Assisted in re-establishing the club after it became inactive• Wrote a successful \$500 grant to promote student government participation on campus• Revised club constitution• Planned club events such as dinners and debates	
20xx-20xx	Voter Registration Drive	
	<i>Student Representative</i>	
	<ul style="list-style-type: none">• Canvassed student housing to ensure voters were registered• Trained students to help others properly fill out registration cards• Developed strategic plan for the most successful voter registration campaign possible	

UNIVERSITY HONORS

- Presidential Honor Scholarship
- Political Science Department Scholarship
- Omicron Delta Kappa Scholarship

Sample

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REFERENCES

The Honorable Richard J. Durbin

Senator, State of Mississippi
5542 Gates Building
Washington, DC 24451
202-852-8895
rdrubin@email.net

Dr. Wayne Blansett

Vice President Student Affairs
Delta State University
Cleveland, MS 38733
662-457-8856
wblanset@deltastate.edu

Dr. Lee Granger

Professor/Department Chairperson
Delta State University
Cleveland, MS 38733
662-457-0405
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Dr. Edward Guernica

Associate Professor
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November 4, 20XX

Mr. Nick Michaels
National Republican Institute
2030 M Street, NW, Fifth Floor
Washington, DC 20036

Dear Mr. Michaels:

My advisor, Dr. Lee Granger, informed me of an Executive Assistant position you are seeking to fill in your office. My experience and degree from Delta State University has provided me with the skills that I feel would make me an excellent candidate for this position.

In the Spring of 20xx, I served as an intern in Senator Richard J. Durbin's office. This opportunity allowed me to develop my skills in constituent services and gain deeper insight into law reform and activities concerning election-related rights. My duties included:

- Updating and maintaining resource materials
- Assisting in the organization of travel, meetings and special events
- Conducting research projects on specific election-related issues
- Tracking political and electoral developments in specific districts
- Attending and reporting on meetings and briefings
- Responding to requests for information on election-related issues
- Updating and maintaining the election programming database

My background and career goals align well with your job requirements. I am genuinely interested in working at the National Republican Institute, as your organization has an excellent reputation and comes highly recommended.

Should you desire additional information, please contact me at 662-444-4558 or via email at bejohnson@email.net . My resume is enclosed. Thank you for your consideration.

Sincerely,

Bert Johnson
Bert Johnson

Enclosure



Political Science Interview Questions



Sample

- What are the three things you would like to change in this world?
- Why are you interested in this organization?
- What do you know about our organization?
- Why do you wish to make a career in political science?
- What would be the minimum amount of time you would be prepared to stay employed here?
- What employment experience have you had that makes you qualified for this job?
- What is your career path?
- What other organizations are you interested in working? Why did you choose this one over the others?
- What type of training have you had to work in this agency?
- What have you learned in your college program which is applicable to what our agency does?
- What training or experiences have you had in negotiations or mediations?
- Tell me about a time when your ethics were challenged. How did you handle the situation?