

VICTOR E. HUSKIE

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OBJECTIVE: An internship in government relations utilizing my communication and organizational skills and knowledge of state and local government

EDUCATION

Bachelor of Arts in Political Science, May 20XX

Northern Illinois University, DeKalb, IL

Emphasis: **Public Administration and Service**; Minor: **Economics**

GPA: 3.4/4.0

RELEVANT COURSEWORK

Public Administration

State and Local Government

Introduction to Public Policy

Introduction to Urban and Regional Economics

WORK EXPERIENCE

Office Assistant, NIU Office of Precollegiate Programs, September 20XX – present

- File and retrieve documents in an efficient manner to assist full-time staff with the completion of their projects
- Answer the telephone and take message for an office of five full-time staff using excellent telephone etiquette
- Type documents with a high degree of accuracy
- Consistently meet deadlines and continually seek feedback on my performance

Recreation Assistant, Parks Department, City of Lisle, Lisle, IL, Summers 20XX – present

- Staff the check-in desk at the community center by greeting guests, selling memberships, and ensuring all equipment is in suitable condition
- Apply problem solving skills to responsibly address incidents that occur in the community center, such as guest injuries and equipment malfunctions
- Contribute to the success of special events held by the City by setting up according to instructions, addressing guests' concerns, and cleaning up afterward

STUDENT ACTIVITIES

Legislator, Model Illinois Government, Springfield, IL, March 20XX

- Wrote and introduced a bill providing expanding wind farms into central Illinois
- Collaborated with lobbyists from diverse constituencies to determine appropriate scope of wind farm expansion
- Promoted the case for wind farm expansion by presenting a concise argument to other legislators

Member, Political Science Student Advisory Committee

- Participate in group discussions about relevant departmental concerns brought to the committee by our advisor

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint)