**Sample Student**  Sample@unc.edu

Linkedin.com/samplestudent

555-555-5555

**Education**

**University of North Carolina at Chapel Hill** Expected May 2024

Dual Degree - Master & Bachelor of Arts in Public Policy

Minor in History, GPA: X.XX

* **Relevant Coursework:** Research in Public Policy; Policy Innovation & Analysis; The Politics of Public Policy

**Honors**

**Honors Carolina** - Highly competitive, four-year academic program enrolling 10% of each class

**Buckley Public Service Scholar** - Recognized for scholastic achievement and completion of 300 hours of community service

**Policy Experience**

**Student Advisory Committee to the Chancellor -** Chapel Hill, NC Aug 2022 - Present

*Member*

* Engage in conversation with fellow UNC students to identify areas for institutional improvement, including regarding COVID-19 community standards
* Serve as liaison between UNC Chancellor and student body to increase administration’s awareness of areas of student satisfaction and concern
* Research and identify administrative avenues to remediate student concerns

**Project for “Policy Innovation & Analysis” (PLCY 210) -** Chapel Hill, NC Spring 2022

*Student*

* Completed policy proposal and 20-page supporting report regarding innovative policy solutions for improving career readiness in public universities
* Synthesized original research, including extensive survey data, and creative problem-solving into easy-to-read and impactful final materials

**Public Service Experience**

**Carolina Student Legal Services -** Chapel Hill, NC Summer 2022

*Client Intake Intern*

* Conducted client intake interviews to identify eligibility for legal aid services
* Assembled client documents in order to ensure proper record keeping
* Communicated with new clients to create a relaxed and welcoming atmosphere

**Table -** Carrboro, NC Dec 2021 - May 2022

*Volunteer*

* Delivered healthy meals to local schools to ensure food-insecure children receive well-balanced meals
* Assisted with meal set-up and distribution in order to ensure timely service

**Leadership Experience**

**Phi Beta Kappa Academic Honor Society -** Chapel Hill, NC May 2022 - May 2023

*Vice President and Philanthropy Chair*

* Manage each semester’s budget of approximately $10,000 to ensure proper balance and distribution
* Organized 5K event to benefit the National Arts & Sciences Initiative, raising over $2,000

**Skills**  Stata, R, Excel