First Name Last Name

City, NY Zip | (555) 555-5555 | email@email.com

**Education**

**State University of New York at New Paltz,** New Paltz, NY

**Bachelor of Arts in International Relations** Expected May 20XX

*Concentration*: Law and Politics

*Relevant Courses*:National Model United Nations (Honors); Constitutional Law; Scope and Methods; European Government; Seminar in Political Theory; Chinese Foreign Policy and the United States

**Leadership Experience**

**Student, United Nations Semester** | New York, NY January-May 20XX

* Attending 10 weekly briefings at the United Nations headquarters
* Assisted in writing UN briefings on topics related to human rights and global development

**Member, Model European Union: Albania** | New Paltz, NY September 20XX – May 20XX

* Contributed to simulation of decision-making process of the EU
* Developed academic background guides for each of the debate topics

**Related Experience**

**Intern, New York State Senator Cecilia Tkac,** Poughkeepsie, NY June-August20XX

* Conducted research on constituent concerns including affordable housing development
* Staffed main office phone and responded to individual constituent concerns
* Photographed and filmed public appearances for social media, e-newsletters, and other communications

**Peer Tutor, Dutchess Community College,** Poughkeepsie, NY September 20XX – May 20XX

* Helped 10 associate degree-seeking students develop the analytical and study tools needed to thrive in the college classroom
* Tutored 60+ hours in reading comprehension and writing
* Led workshops on critical thinking, time management, and work/school balance

**Work Experience**

 **Classical Ballet and Group Fitness Instructor,** SUNY New Paltz **September 20XX -Present**

 **Student Office Assistant- Clerical,** SUNY New Paltz Office of Human Resources **September 20XX– Present**

**Peer Tutor and Mentor,** New Paltz Youth Program **October 20XX – February 20XX**

**Skills**

Language: Fluent in Albanian

Computer: Microsoft Office, Google Suite, virtual work environment tools (Zoom, WebEx, Teams)