**­­Taylor Doe**
Phone Number | Professional Email | City, State
LinkedIn Hyperlink

# EDUCATION

**West Virginia University** | Morgantown, WV May 20XX

John Chambers College of Business & Economics

Bachelor of Science in Economics

**Major:** Economics

**Minor:** History

**GPA:** 3.8/4.0

# WORK EXPERIENCE

**Legislative Intern** May XXXX–August XXXX

**Office of Senator X** *|*West Chester, OH

* [Begin with action verb; focus on your accomplishments/results & how you added value to the origination]
* Assisted legislative staff with projects, 200 daily constituent calls and requests, and other essential congressional functions
* Participated in meetings between Senator X, his staff, and outside organizations
* Gained first-hand knowledge of the functions of congress and the federal government

**General Associate** December 20XX–January 20XX

**Kona Ice** *|*Morrow, OH

* Reviewed and resolved issues regarding customer concerns, daily cash deposits and register balance, often requiring the handling of large volumes of cash
* Conducted opening, closing, and other daily operations duties

# EXTRACURRICULAR ACTIVITIES

**Member** December 20XX–January 20XX

**West Virginia University Paintball Club**

* Developed fluency in rapid decision making through a simulated military/tactical environment
* Promoted teamwork and applied leadership development

# VOLUNTEER EXPERIENCE

**Poll Worker** November 20XX

**Ohio Secretary of State**

* Ensured that the procedures, principles, and rules of the American electoral system were followed
* Maintained an environment of political non-bias at the polling site
* Assisted 350 new voters at polling table

# SKILLS

* Spanish: Limited Working Proficiency

# CERTIFICATIONS AND AWARDS

* Eagle Scout
* Microsoft Office: Excel, PowerPoint, and Power BI (2019)