

Christine Badger

608-555-1234 * cbadger@gmail.com * linkedin.com/ChristineBadger

Education

University of Wisconsin – Madison, La Follette School of Public Affairs

Master of Public Affairs with focus on health policy (Accelerated Program) Expected May 20xx

If applying outside the Madison area, refer to undergraduate certificates as “minors” so as not confuse employers

University of Wisconsin – Madison

Bachelor of Arts May 20xx

Double Major: Political Science and Spanish, Certificate (Minor): Criminal Justice

CIEE Summer Language & Culture in Alcala, Spain Study abroad January - May 20xx

Relevant Experience

Population Health Institute

Madison, WI

Evidence Analyst

August 20xx – Present

- Research and systematically assess, rate, and summarize evidence of effectiveness for policies and programs that can affect health, and provide recommendations for changes to current programs
- Write policy and program descriptions, summaries of evidence, and implementation examples to provide community leaders with well-researched strategies to respond to health priorities
- Create 40 policy write-ups for inclusion in “What Works for Health” database, viewed by an international audience

Madison Urban Ministry

Madison, WI

Intern

May 20xx – August 20xx

- Connected ex-offenders with community resources and educational opportunities, facilitating their reintegration to society while also researching which programs lead to a decrease in recidivism
- Led workshops to help clients with limited English improve their language skills

State Senator Erin Jones

Madison, WI

Policy Intern

September 20xx – December 20xx

- Effectively assisted constituents with questions, compliments, and complaints. Wrote between 25-60 letters and emails per week and responded in a kind and professional manner to all phone contacts
- Shadowed professional staff during committee meetings and took notes for future reference

Green Bay Times

Example of working two different positions for one employer

Madison, WI

Editing Intern

September 20xx – May 20xx

- Selected and edited between 20-45 weekly submissions and managed Instagram and Twitter accounts

Reporter

April 20xx – September 20xx

- Wrote two feature stories per week while honing writing and interviewing skills
- Interacted effectively with fellow staff members and community members, gaining access to exclusive stories

Additional Experience

Jobs and other things which are “resume worthy,” but not necessarily “bullet point worthy”

La Follette School Student Association Member, September 20xx—May 20xx

Noodles & Company, Server, May 20xx—December 20xx,

City of Green Bay Public Parks, Lifeguard, Green Bay WI, June 20xx—August 20xx

Skills

Computer: R, Stata, MS Office Suite including Excel (proficient), Microsoft Access, Adobe Page Maker and Photoshop (familiar), Comfortable using both Windows and Mac operating systems

Languages: Spanish (highly proficient), French (conversational)

Christine Badger

608-555-1234 * cbadger@gmail.com * linkedin.com/ChristineBadger

Education

University of Wisconsin – Madison, La Follette School of Public Affairs

Master of Public Affairs with focus on health policy

Expected May 20xx

If applying outside the Madison area, refer to undergraduate certificates as “minors” so as not confuse employers

University of Wisconsin – Madison

Bachelor of Arts

May 20xx

Double Major: Political Science and Spanish, Certificate (Minor): Criminal Justice

Academic Projects (could also be called Academic Experience)

Project Name for Company/Agency Name as part of Name of Course (e.g. Capstone)

Summarize what you learned and accomplished, and any quantitative and qualitative tools used as well as if/when/where the resulting report was presented or published

Project Name for Company/Agency Name as part of Name of Course (e.g. Cost Benefit Analysis)

Summarize what you learned and accomplished, and any quantitative and qualitative tools used as well as if/when/where the resulting report was presented or published.

Relevant Experience

Population Health Institute

Madison, WI

Evidence Analyst

August 20xx – Present

- Research and systematically assess, rate, and summarize evidence of effectiveness for policies and programs that can affect health, and provide recommendations for changes to current programs
- Write policy and program descriptions, summaries of evidence, and implementation examples to provide community leaders with well-researched strategies to respond to health priorities
- Create 40 policy write-ups for inclusion in “What Works for Health” database, viewed by an international audience

Madison Urban Ministry

Madison, WI

Intern

May 20xx – August 20xx

- Connected ex-offenders with community resources and educational opportunities, facilitating their reintegration to society while also researching which programs lead to a decrease in recidivism
- Led workshops to help clients with limited English improve their language skills

State Senator Erin Jones

Madison, WI

Policy Intern

September 20xx – December 20xx

- Effectively assisted constituents with questions, compliments, and complaints. Wrote between 25-60 letters and emails per week and responded in a kind and professional manner to all phone contacts
- Shadowed professional staff during committee meetings and took notes for future reference

Additional Experience

Jobs and other things which are “resume worthy,” but not necessarily “bullet point worthy”

La Follette School Student Association Member, September 20xx—May 20xx

Noodles & Company, Server, May 20xx—December 20xx,

City of Green Bay Public Parks, Lifeguard, Green Bay WI, June 20xx—August 20xx

Skills

Computer: R, Stata, MS Office Suite including Excel (proficient), Microsoft Access, Adobe Page Maker and Photoshop (familiar), Comfortable using both Windows and Mac operating systems

Languages: Spanish (highly proficient), French (conversational)

Christine Badger

608-555-1234 * cbadger@gmail.com * linkedin.com/ChristineBadger

EDUCATION

University of Wisconsin – Madison

La Follette School of Public Affairs

Master of International Public Affairs with focus on Energy Policy

Expected May 20xx

Nelson Institute for Environmental Studies, University of Wisconsin-Madison

Certificate in Energy Analysis & Policy (EAP)

May 20xx

University of Michigan, Ann Arbor, MI

Bachelor of Science in Environmental Studies

June 20xx

PROFESSIONAL EXPERIENCE

Wisconsin Policy Forum

June 20xx-Present

Policy Research Intern

- Gather, analyze, and visualize large datasets using MS Excel, R, Stata, and Tableau for the Forum's publications
- Conduct literature reviews and summarize findings, including methodology and results in language accessible to the general public
- Author drafts for internal distribution and contribute chapters to the Forum's publications
- Provide logistical support to research teams, including organizing meetings and communicating with outside experts

La Follette School, University of Wisconsin-Madison

August 20xx-Present

Research Assistant to Professor Firstname Lastname

- Review literature and summarize findings via memorandums for ready access by the professor and his coauthors
- Scout, gather, and wrangle data using Microsoft Excel, R, and Stata for the Professor's research projects

Helping Girls Thrive, Appalachia, US

March 20xx-April 20xx

Assistant Program Manager

- Led a cross-functional team to develop and execute projects to uplift women in local communities
- Worked closely to ensure cordial relations with all stakeholders, including donor agencies, local governments, and individual communities
- Conducted needs assessments, designed surveys, and drafted project proposals to increase funding
- Developed the project *Advancing Girls' Education & Skills*, a multiyear project, funded by Nonprofit which will educate over 800 girls via 12 Accelerated Learning Centers in West Virginia

ACADEMIC PROJECTS (could also be called Academic Experience)

Project Name for Company/Agency Name as part of Name of Course (e.g. Capstone)

Summarize what you learned and accomplished, and any quantitative and qualitative tools used as well as if/when/where the resulting report was presented or published

Project Name for Company/Agency Name as part of Name of Course (e.g. Cost Benefit Analysis)

Summarize what you learned and accomplished, and any quantitative and qualitative tools used as well as if/when/where the resulting report was presented or published.

SKILLS

Computer: Computer: R, Stata, MS Office Suite including Excel (proficient), Microsoft Access, Adobe Page Maker and Photoshop (familiar), Comfortable using both Windows and Mac operating systems

Languages: Spanish (highly proficient), French (conversational)