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| Sarah M. Barbour  (540) 555-6666  smbarbour@vt.edu | | |
| College Address:  100 Houston Street  Blacksburg, VA 24060 | | Permanent Address:  22141 Cabin Road  Square, VA 23456 |
| **OBJECTIVE** | Governmental affairs / public policy / advocacy position utilizing language skills | |
| **EDUCATION** | **BACHELOR OF ARTS, INTERNATIONAL STUDIES and POLITICAL SCIENCE**, May 20XX  **SPANISH MINOR**  Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA  Overall GPA: 3.3/4.0; Dean's List last 3 semesters  **VIRGINIA TECH’S “WASHINGTON SEMESTER,”** Alexandria, VA, Summer 20XX   * In conjunction with internship with U.S. Agency for International Development: senior seminar in U.S. public policy and political institutions. * Site visits at the Environmental Protection Agency, Senator John Warner’s office, the Campaign Center and the Library of Congress.   **CENTER for EUROPEAN STUDIES and ARCHITECTURE**, Riva San Vitale, Switzerland, Fall 20XX   * Studied Italian, Roman history, humanities and art. * Traveled to Spain, Germany, Austria, France, Italy and England studying culture, art, history, politics and languages. | |
| **LANGUAGE SKILLS** | Written and oral fluency in Spanish.  Basic writing skills and conversational proficiency in German, French, and Italian. | |
| **RELATED EXPERIENCE** | **INTERN, U.S. Agency for International Development** Summer 20XX   * Assisted in the creation of an agency-wide database. * Performed technical analysis of various agency programs and communicated their status to USAID missions throughout the world. * Attended USAID and State Department meetings concerning global environmental issues. | |
| **OTHER EXPERIENCE** | Receptionist, George Mason University School of Law, Arlington, VA Summer 20XX   * Processed and filed incoming student applications and sent brochures to prospective students.   Receptionist, Chesapeake Materials, Inc., Dumfries, VA Summer 20XX   * Organized filing system for branch office, performed general office work and made bank deposits.   Office Assistant, Cedar Systems, Inc. (through Temporary Solutions) Woodbridge, VA Summer 20XX   * Awarded August “Temp of the Month.” * Assisted in organization of company’s computer classes and performed general office work. | |
| **ACTIVITIES** | **Stage Manager**, Dance Company of Virginia Tech, 20XX-20XX   * Coordinated props, lighting and sound for two performances per year. * Required extensive organizational skills, long hours, adaptability and problem-solving in high-pressure situations.   Phi Beta Delta International Honor Society, inducted 20XX  International Studies Organization, Fall 20XX-present  Spanish Club of Virginia Tech, Fall 20XX-present | |

**Features of this resume:**

* "Related experience" and "other experience" separated.
* Study abroad and Washington semester included in "Education" section (not buried in activities where it might be overlooked).
* Skills are related to objective; therefore placed higher on the page.
* Book Antiqua 10 font
* Margins 0.6 top, 0.5 bottom and sides.