

Your First and Last Name

email@dukes.jmu.edu | (555)-555-5555 | LinkedIn

EDUCATION

Bachelor of Arts in International Affairs

May 20XX

James Madison University, Harrisonburg, VA

Concentration: Global Human Development | Minor: Spanish

Coursework: *U.S. Foreign Policy, Cross-National Research Skills, Politics of International Economic Relations, Intercultural Communication, Processes of Social and Cultural Change, Geography of Poverty*

Summer Study Abroad Semester

20XX

University of Salamanca, Salamanca, Spain

Coursework: *Comparative Politics, Spanish Advanced Conversation and Composition, Culture in Spain*

WORK EXPERIENCE

Legal Intern

May 20XX – August 20XX

Anaford Abogados, Salamanca, Spain

- Drafted over 20 + legal documents in English and Spanish for clients
- Transcribed ~10 meetings and conversations with stakeholders in both Spanish and English
- Researched laws and customs of Spain to translate into English

Private English Tutor

September 20XX – June 20XX

Harrisonburg, VA

- Observed and evaluated 6 elementary-aged students' work to determine language literacy progress and make suggestions for improvement
- Prepared and administered written and oral assignments and issued corrections
- Assessed new student language skills and planned lessons accordingly

Foreign Services Intern

June 20XX – September 20XX

U.S. State Department, Remote

- Collaborated with the Foreign Service Institute and the School of Language on the development of Spanish language trainings for Foreign Service Officers
- Translated Spanish news articles into English summaries for training material

LEADERSHIP EXPERIENCE

Students for Minority Outreach, President

August 20XX – May 20XX

- Developed new member recruitment plan that resulted in 65% increase in membership
- Designed two new annual events that supports Latinx students across campus

Model United Nations, Chair for Economic and Political Affairs

January 20XX – December 20XX

- Conducted extensive research on Argentine Republic to develop a position on topics including international trade, sustainable energy initiatives, and agricultural climate
- Oversaw group of 15 people in the efforts of creating a draft resolution on the topic of “Sustainable Energy for All”

SKILLS

Languages: Spanish (Advanced), English (Advanced), Russian (Intermediate), and French (Beginner)

Technological: SPSS, Stata, Microsoft Office Suite, LexisNexis