

GOVERNMENT AND SOCIAL IMPACT RESUME TEMPLATE

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EDUCATION

UNC Greensboro

Bachelor of Arts in Political Science; Minor: Sociology

GPA: 3.64

Honors: Lloyd International Honors College (Fall 2025 – Present), Dean's List (Spring 2026), Chancellor's List (Fall 2025)

Greensboro, NC

May 2028

RELEVANT COURSEWORK

Public Policy Analysis, American Government, State and Local Government, Public Administration, Community Engagement and Civic Leadership

PROFESSIONAL EXPERIENCE

City of Greensboro Office of Community Relations

Greensboro, NC

Community Engagement Intern

May 2025 – August 2025

- **FOR ALL SECTIONS:** Include 2–4 bullet points beginning with a strong action verb and focus on the services you supported, programs you contributed to, tasks you completed, and outcomes you achieved. Use past tense for positions you no longer hold and present tense for current roles. When possible, include numbers, data, or measurable results to demonstrate the scope, effectiveness, and impact of your work. Highlight experiences that showcase public service, community engagement, research, policy support, communication, and collaboration.
- Coordinated six community outreach events, public meetings, and town halls to increase civic engagement and community participation
- Conducted research on community needs related to housing, education, and public safety to support program planning and development
- Collaborated with city staff and local organizations to promote awareness of government resources, programs, and community initiatives

COMMUNITY & LEADERSHIP EXPERIENCE

Student Government Association (SGA), UNCG

Greensboro, NC

Community Outreach Coordinator

August 2025 – Present

- Organize campus-wide voter registration drives, engaging 300+ students and increasing civic participation
- Collaborate with local nonprofit organizations to host community service events focused on food insecurity and housing awareness
- Develop and lead monthly “Student Voices Forums” to connect students with university administrators on campus policy concerns

Greensboro Community Outreach Coalition

Greensboro, NC

Community Service Volunteer

August 2025 – Present

- Facilitate weekly food distribution efforts to provide resources and support to individuals and families experiencing food insecurity
- Support community health and resource fairs by assisting with event operations and connecting residents with available services
- Partner with local nonprofit organizations to connect community members with housing, employment, and social service resources

KEY SKILLS & INTERESTS

Skills: Public Speaking, Event Planning, Program Evaluations, Microsoft Office (Word, Excel, PowerPoint), Canva

Interests: Community Engagement, Policy Research and Analysis, Advocacy and Civic Engagement

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KEY REMINDERS:

- Be sure to spell out the full name of the university the first time it appears and include the abbreviation in parentheses. List your major, GPA (if 3.0 or higher), expected graduation date, and any academic honors or awards. The Education section is one of the most important parts of your resume because it helps employers quickly determine whether you meet position requirements related to your major, academic standing, and class year. Your expected graduation date is especially important, as employers often use it to identify candidates for internships, fellowships, student leadership programs, and entry-level opportunities in government, public policy, nonprofit management, and social impact fields.
- **Leadership experience and community service** are highly valued in the Government & Social Impact fields. Be sure to include roles that demonstrate initiative, civic engagement, and collaboration. This can include student government, volunteer work, nonprofit involvement, advocacy efforts, and campus organizations. When describing these experiences, focus on impact, such as the number of people served, events coordinated, or outcomes achieved, to show your contributions to the community and public service goals.
- **Relevant coursework** helps demonstrate the knowledge and skills you have developed in the classroom. Consider including this section if you have limited professional experience or are looking for additional ways to showcase your preparation for roles in public administration, political science, policy analysis, community development, or nonprofit leadership.
- **Relevant experience** can include internships, on-campus employment, part-time or seasonal positions, volunteer work, and leadership roles that are directly related to your major or demonstrate transferable skills relevant to government, civic engagement, and social impact careers.
- **Campus involvement** demonstrates leadership, civic responsibility, and organizational skills as you balance academic responsibilities with extracurricular and service commitments. Involvement in student government, advocacy organizations, or community-based initiatives is especially valuable for government and social impact roles.
- **Key skills** should ultimately be determined by the job you are applying for. Therefore, it is important to carefully review the job description before applying. For example, if an organization is looking for candidates with strong communication skills, policy analysis abilities, and community engagement experience, you should highlight those skills on your resume. The strongest resumes demonstrate these skills through experience and leadership bullet points, not just in the Skills section. 5

PRO TIPS:

- Proofread your resume carefully for spelling, grammar, and formatting errors before submitting it to employers
- Font: Times New Roman or Arial Narrow, size 10–12
- Your resume should be **ONE PAGE**
- For Relevant Coursework, list the full course title rather than the course code
 - Incorrect: POL 210
 - Correct: American Government
- List experience in reverse chronological order (most recent to least recent)
- Each experience entry should include 2–4 bullet points describing your responsibilities, actions, and outcomes when applicable
- Use numbers whenever possible to strengthen your bullet points (participants engaged, events hosted, data collected, etc.)
- Be clear and descriptive, employers often review your resume before speaking with you
- Do not use pronouns (I, my, me)
- Use consistent formatting (spacing, alignment, and bullet style throughout your resume)
- Tailor your resume to each opportunity by highlighting the most relevant policy, leadership, and communication skills

*****This resume format is best suited for students pursuing careers in Government and Social Impact-related fields. *****