



# SAMPLE FEDERAL RESUME

## EDUCATION

University of Virginia  
Charlottesville, VA US  
Bachelor's Degree - 5/20XX  
121 Semester Hours  
Major: Foreign Affairs, Italian Language (double major)  
GPA: 3.50 out of 4.0

## LANGUAGES

### Italian

**Spoken:** Advanced  
**Written:** Advanced  
**Read:** Advanced

### Spanish

**Spoken:** Advanced  
**Written:** Advanced  
**Read:** Advanced

## AFFILIATIONS

National Italian American Foundation Member

## REFERENCES

**George Washington** GWU Professor, Italian Language and Literature  
**Phone Number:** 202-777-3333  
**Email Address:** [gwashington@pastpresidents.org](mailto:gwashington@pastpresidents.org)  
**Reference Type:** Personal

## ADDITIONAL INFORMATION

### Skills:

- Strong written and oral communication skills
- Strong analytical abilities and problem solving capabilities
- Grant writing experience (awarded "Dream Catchers" Program Grant by Community and Recreation Services, Fairfax County Government, Dec. 2006)
- Regional expertise in Balkan, Post-Soviet, and Western European political issues (including extensive regional travel and language capabilities)
- Proficient in Microsoft Office programs

### Leadership and Service Roles:

Kaleidoscope Center for Cultural Fluency at UVA: Social Diversity Program, Director Sep. '04-May '05

- Developed forums for dialogue between diverse student groups
- Built partnerships between student groups through cultural programming

Società Italiana (Italian Society) at UVA, President Sep. '04-May '05

- Recruited executive committee members, planned meetings, managed a membership base of 40+ students
- Organized club involvement in national Italian-American collegiate workshops and events
- Created community events with local Italian businesses and restaurants

### Other Roles at the University of Virginia:

Council of the College of Arts & Sciences:

Italian Department Representative Sep. '04-May '05

International Residence College: Academic Affairs, Committee Chair Sep. '03-May '04

Jefferson Literary and Debating Society: Elected Member Jan. '05-May '06

European Society: Culture Chair Jan. '04-Jan. '05

St. Anthony's Catholic Church, Falls Church, VA: Substitute Instructor, ESL Present