

# POLITICAL SCIENCE (PRE-LAW) RÉSUMÉ SAMPLE

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## Annalise K. Garcia

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### EDUCATION

Bachelor of Arts in Political Science with a minor in History  
The University of Texas at El Paso (UTEP)

Anticipated: May 202X  
Overall GPA: 3.95/4.00  
Major GPA: 4.00/4.00

#### Honors & Activities

Chicano Pre-Law Society, Vice President, Fall 202X – Present  
Pi Sigma Alpha Epsilon, Member, Fall 202X – Present  
Liberal Arts Dean's List – Fall 202X and Spring 202X

#### Relevant Courses

International Relations | Politics in World Regions | Comparative Courts | Comparative Political System

#### Law School Preparation Institute (LSPI), UTEP

June 202X – August 202X

Participated in an intensive program that included classes in Torts, legal writing and research to prepare for law school and the admissions process; attended meetings and delivered oral arguments to the Texas Eighth Court of Appeals.

### RELATED EXPERIENCE

#### Office Intern

April 202X – Present

United States District Court for the Western District of Texas

- Managed all social media channels by creating content, responding to comments, and monitoring activity on a daily basis
- Wrote press release drafts and developed publication content ideas to present to supervisor
- Assisted in 5-10 press conferences which includes media interviews, and handled the distribution of badges

#### Social Media Intern

August 202X – December 202X

Texas Rio Grande Legal Aid Inc.

- Created and maintained content and photos on social media platforms daily
- Monitored and reported on key metrics across social platforms and used the insights to identify growth opportunities

### VOLUNTEER EXPERIENCE

#### Campaign Volunteer

January 202X – July 202X

Sally Hansen Senate Campaign

- Developed and maintained up to two press kits on a daily
- Reviewed campaign media identifying trends and briefed publicity team
- Outreached to the community to promote candidate's mission, answered phone calls, and conducted door-to-door survey visits

### SKILLS

- Bilingual: Fluent in Spanish
- Social media management (Instagram, Facebook and YouTube)
- Skilled in using Microsoft PowerPoint and Word

# Accomplishment Statements

**Accomplishment Statements** are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

**Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).**

It is important to tailor your statements to the job description and include measurable data as much as possible.

**See examples of accomplishment statements in the “Experience Section” on page one.**

## Job Description

1. **Read and analyze the job description**
2. **Identify the required skills listed for the job**
3. **Match your experiences to the skills listed in the job description**

## Measurable Data

**Quantify when possible using:  
numbers, percentages, dollar amount(s), or  
time frames**

## Action Words

Verbs that strongly promote your skills and accomplishments

### Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

### Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

### Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

### Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

### Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

### Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

### Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

### Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 08/23