

# FirstName LastName

Towson, MD • tstuden@gmail.com • 443-555-5555

## EDUCATION

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Towson University, Towson, MD May 20xx  
Bachelor of Science in Law and American Civilization  
GPA: 3.6 Dean's List four semesters

## RELATED WORK EXPERIENCE

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Law Offices of Motley and Rosenthal, Towson, MD January 20xx August 20xx  
Legal Assistant

ners

and used by partners

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Majority Leader Paul Politico, Washington, DC May 20xx August 20xx  
Intern

- x Composed constituent form letters
- x Answered and directed telephone calls to appropriate staff members
- x Completed daily tasks for both the member and leadership office

Mayor's Office of Government Relations Baltimore, MD May 20xx August 20xx  
Legislative Assistant Intern