

# John Q. History

---

55 High Street  
Lawrence, KS 66044

785-331-3322  
jqhistory@ku.edu

---

**Education**     **Bachelor of Arts in History**, May 20xx  
The University of Kansas, Lawrence, KS  
GPA 3.6/4.0, Honor Roll 4 semesters, Golden Key Honor Society

**Internship  
Experience**

**Office of the U.S. Senate Majority Leader**  
Washington, D.C. (Spring 20xx)  
Processed and responded to constituent mail, conducted related casework and represented the office at various hearings and committee meetings.

**U.S. Public Interest Research Group**  
Washington, D.C. (Fall 20xx)  
Conducted research in the Clerk's Office on corporate lobbying for a major bill.

**Kansas Attorney General Office**  
Topeka, KS (Spring 20xx)  
Mediated for the Complaint Section offices. Mediated with both businesses and dissatisfied consumers in attempting to reach out-of-court settlements.

**Activities**

- Student Senator, 20xx-20xx
- Judicial Review Board, 20xx-20xx
- Vice President, KU History Club, 20xx-20xx
- Volunteer, Big Brothers/Big Sisters of Douglas County, 20xx-20xx
- Intramural Basketball Team Member, 20xx-20xx

**Computer  
Skills**

Microsoft Word, Excel, Access and PowerPoint; Dreamweaver; Internet research skills.

**Work  
Experience**

**Sales Associate**  
Made Up Department Store, Lawrence, KS (Summer 20xx)  
Greeted and assisted customers in selecting items, conducted cash and credit transactions, organized store layout to increase sales of slow moving items, promoted from hourly employee to full-time position.

**Assistant Manager**  
Burger Bonanza, Kansas City, KS (Summers 20xx, 20xx)  
Trained and supervised a work crew of 10, organized work schedules, effectively resolved customer complaints, balanced cash drawers and processed daily deposits.