

# Sara Williams

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(507) 412-XXXX

## Educational Background

**University of Wisconsin-La Crosse;** La Crosse, WI  
Bachelor of Science, May 20XX  
Double Major: Public Administration & Political Science  
Minor: Sociology  
Cumulative GPA 3.5 Major GPA 3.75

**Wisconsin-In-Scotland;** Dalkeith, Scotland, June-August 20XX

## Related Experience

**Government Affairs Intern,** October – May 20XX  
La Crosse Building Suppliers, Inc.; La Crosse, WI

- Arranged a speaking engagement with local legislators to discuss issues and concerns at the Capital Conference.
- Created a database of local municipalities in a five county region to better monitor and tracking the progress of building issues.

**Legal Intern,** January-May 20XX

Hofer Law & Associates, La Crosse, WI

- Observed client meetings and hearings.
- Researched legal documents for an attorney.
- Maintained client accounts and records.
- Attended court with attorneys.

## Honors and Awards

- Dean's List; 4 semesters
- Golden Key International Honour Society; inducted May 20XX
- Outstanding Political Science Student Award; Spring 20XX

## Campus & Community Involvement

- **UW-L Vanguard** (Campus Representative & Tour Guide); June 20XX – May 20XX
- **Intramural Volleyball;** 20XX-20XX

## Employment History

**Computer Help Desk Assistant,** September 20XX – May 20XX  
UW-La Crosse Information Technologies; La Crosse, WI

## References for Sara Williams

### **Dr. Cecilia Manrique**

Professor, Department of Political Science/Public Administration  
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### **Dr. Alan Bigel**

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### **Dr. Tim Gongaware**

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