

MATTHEW JOHNSON  
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Anytown, State 85000 \* (555) 555-1212

#### OBJECTIVE

I would like to use my experience to continue to run political campaigns.

#### POSITIONS HELD

Grass Roots Coordinator - Congressman Ted Smith September 2002 - Present

I started as a Grass Roots coordinator and organized volunteers. I was able to get many volunteers due to my connections in the community. We were successful in getting Congressman Smith elected by getting his message out to the general public when funds were low.

Research Assistant to Representative David Davis - State House of Representatives January 2002 - April 2002

I performed a great deal of research on public and legislative policy in the library while working as a Research Assistant. I prepared reports that were used by Rep. Davis. I wrote letters to voters who had written Rep. Davis on issues.

Assistant Research Coordinator State Administrative Rules Coordinator August 2001 - May 2002

I performed research on administrative law and made a database of all information. I worked with several government agencies to make sure their people understood the law and how it worked for their agency.

Co-Lead Researcher - Parent Support Project May 2001 - August 2001

I researched a new piece of equipment that would help people with disabilities in their every day life. I looked at the costs for the equipment versus people staying on the welfare system. I wrote a report that suggested it would be cheaper to use the new equipment.

Administrative Assistant - State Radio October 2000 - January 2002

I delivered magazines, typed, wrote letters and helped with any other duties around the office.

Intern - Legal Aid August 2000 - December 2000

I worked as an intern doing research and grant writing.

#### COMPUTER PROGRAMS USED

I have used Microsoft Word; Excel; Access; PowerPoint and Presentation; SPSS

#### EDUCATION

BS in Political Science - State University May 2002