

Laura Valencia

Legislative Intern

📞 (518) 555-7314

✉️ laura.valencia@example.com

🌐 linkedin.com/example/lauravalencia

📍 Albany, NY 12203

STRENGTHS

- 🔍 **Policy research**
A state federal assignment required careful source review, and findings became a clear evidence file for team use.
- ♥️ **Constituent writing**
Simulated correspondence changed tone for different viewpoints, while factual accuracy kept each response credible and respectful.
- 👥 **Public communication**
Practice Capitol tours showed how plain explanations and patient answers can make civic information easier for visitors.
- ✓ **Independent follow through**
Shared research logs kept questions visible, and steady updates helped a four person team meet its final deadline.
- 🗣️ **Collaborative analysis**
Peer review and faculty feedback sharpened issue briefs, with each revision making evidence and policy choices clearer.

SKILLS

Legislative Research

Policy Research

Constituent Correspondence

Professional Writing Issue Briefs

Source Evaluation

Government Research

Public Speaking

Capitol Tour Preparation

Interpersonal Communication

Legislative Process Team Projects

Deadline Management

Public Engagement

Research Writing

SUMMARY

Political science undergraduate with applied experience in legislative **research**, policy analysis, **constituent correspondence**, public communication, and civic education. Academic projects have included congressional source review, issue brief development, simulated constituent responses, research summaries, and Capitol focused tour preparation. Coursework in **political science** and **international relations** supports clear analysis of public policy, federal legislative processes, stakeholder concerns, and competing viewpoints. Supervised research work strengthened source evaluation, citation accuracy, written communication, and respectful discussion with varied audiences. Campus civic engagement and peer leadership demonstrate dependable follow through, initiative, and comfort working independently or with a team. New York ties and Albany community experience provide relevant regional perspective. Prepared to contribute thoughtful research, polished writing, welcoming public communication, and reliable task management in a legislative office.

EDUCATION

Bachelor's Degree in Political Science, Minor in International Relations

University at Albany, State University of New York 🎓 GPA: 4.0 📅 2027 📍 Albany, NY

Coursework: American Government, Public Policy, International Relations, Legislative Process

TECHNICAL SKILLS

- **Legislative Research:** Congressional records, government reports, legislative documents
- **Policy Analysis:** Issue briefs, stakeholder analysis, policy options
- **Constituent Communication:** Correspondence drafting, audience adaptation, response scenarios
- **Research Methods:** Source evaluation, document coding, evidence review
- **Citation Management:** Source attribution, citation tracking, research logs
- **Public Speaking:** Seminar presentations, research presentations, peer questions
- **Capitol Education:** Tour narratives, visitor materials, civic explanations
- **Government Studies:** American government, federal processes, committee work
- **Writing Tools:** Comparative memos, research summaries, reference sheets
- **Team Collaboration:** Shared repositories, peer review, faculty feedback

EXPERIENCE

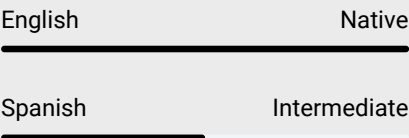
Legislative Policy Research Project Associate

University Project 📅 January 2026 - May 2026 📍 Albany, NY

Supported a supervised semester project examining state and federal policy through source based research, issue brief **writing**, constituent correspondence simulations, team coordination, and seminar presentation.

- Researched policy materials and academic sources, producing an organized evidence file for legislative analysis.
- Drafted issue briefs separating stakeholder concerns, policy options, and implementation considerations for faculty review.
- Created simulated **constituent correspondence** for varied viewpoints, preserving accuracy, tone, and professional clarity.
- Tracked citations and research questions in a shared log, helping a four person team verify claims.
- Presented findings on evidence quality and competing perspectives during a policy research seminar.
- Revised final analysis after faculty feedback, improving source attribution, clarity, and organization before deadline.

LANGUAGES



MY CAREER



- Legislative Policy Research Project Associate at University Project (4 Months)
- Congressional Research Assistant at Academic Research (3 Months)
- Civic Engagement and Capitol Education Project Member at Student Innovation Lab (3 Months)

Congressional Research Assistant

Academic Research 📅 September 2025 - December 2025 📍 Albany, NY

- Conducted supervised research on congressional communication using public records, document coding, comparative analysis, source verification, and presentations for a student research group.
- Built a research dataset from congressional records, supporting analysis of policy communication practices.
 - Coded legislative documents by topic, audience, and purpose using a faculty defined methodology.
 - Prepared research summaries that translated legislative terminology into accessible language for student peers.
 - Verified dates, sponsors, committees, and source links before adding materials to a shared repository.
 - Drafted a comparative memo connecting findings with American government and public policy coursework.
 - Presented methodology and study limitations, answering peer questions about source selection and evidence.

Civic Engagement and Capitol Education Project Member

Student Innovation Lab 📅 February 2025 - May 2025 📍 Albany, NY

- Contributed to a supervised civic education project focused on Capitol visitor communication, public access information, tour sequencing, role play, and accessible explanations.
- Researched authoritative government sources, creating educational content about Capitol structure and civic functions.
 - Developed a practice tour narrative with clear stops, transitions, and accessible visitor explanations.
 - Led peer walkthroughs, gathering feedback on pacing, clarity, and responses to common questions.
 - Produced a reference sheet covering chambers, committees, public access, and visitor etiquette.
 - Practiced constituent communication through role play involving questions, schedule changes, and staff referrals.
 - Presented final materials to a campus civic learning group and incorporated feedback into revisions.

PROJECTS

Federal Legislative Communication Study 📅 2025

Reviewed public congressional records and communication examples, then organized findings into a research resource that clarified audience, topic, purpose, and source selection.

Capitol Visitor Education Guide 📅 2025

Created an accessible guide for simulated Capitol tours, combining authoritative research, visitor focused explanations, civic context, and responses for common public questions.

LEADERSHIP & AWARDS

- Dean's List, 2025, recognized sustained academic achievement.
- Undergraduate Civic Engagement Scholarship, 2026, awarded for community focused civic participation.
- Student Research Presentation Recognition, 2026, honored clear presentation of supervised policy research.

CERTIFICATIONS

- CITI Program Social and Behavioral Research Foundations 📅 2025
- Coursera Writing in the Sciences 📅 2026

PROFESSIONAL AFFILIATIONS

- Policy Debate Society, Research Coordinator, 2025 to 2026, organized source based preparation and peer research support.

- Campus Civic Engagement Network, Peer Volunteer, 2025 to 2026, supported public facing civic learning activities.
- Undergraduate Research Forum, Student Presenter, 2026, shared supervised research with an academic audience.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST