**Sample Urban Planning Resume**

123 Main Rd NW # 7 | City Name, State Zip Code| 256-123-4567 firstname.lastname@bulldogs.aamu.edu

**Master, Urban and Regional Planning student** seeking an internship opportunity

* Proficient with Adobe, Arc Maps, Survey Pro, Terra Sync and Microsoft Office Suite
* Experienced with market research, and land use planning
* Proficient with Social Media to promote products and services

**EDUCATION**

**Alabama A&M University (AAMU)** Normal, AL

**M.S. Urban Regional Planning** | **Concentration: Transportation** Dec 20xx

**B.S., Family and Consumer Science** | **Concentration: Fashion Merchandising**  Dec 20xx

**RelATED Coursework and Class Projects**

* Planning Studio ▪ Population and Economics ▪ Planning Research Method ▪ Census Tracts

**Comprehensive Plan - Target Area Analysis** Spring 20xx

* Collaborated with team of 6 that created a comprehensive transportation plan for city of Huntsville, AL
* Created a map that divided research into nine proposed districts that included commercial, industrial, and neighborhoods; created a Land Use map using Arc GIS, which displayed nine districts
* Identified and discussed key demographic and business conditions

**INTERNSHIPS + EXPERIENTAL LEARNING**

**City of Atlanta** | **Asset Management Intern,** Atlanta, GA May 20xx-Aug 20xx

* Developed systematic process of operating, maintaining, and disposing of assets cost-effectively
* Operated a range of office machines to support higher level office processes

**City of Atlanta**| **Urban Planning Intern,** Atlanta, GA May 20xx-Aug 20xx

* Edited data in GIS Maps software that was presented by supervisor
* Sorted and distributed incoming mail to appropriate staff; dispatched outgoing mail
* Used Microsoft Word Suite and PowerPoint to create documents and spreadsheets

**WORK EXPERIENCE**

**McDonald’s**| **Crew Trainer,** Huntsville, ALAug/20xx-Present

* Provide excellent customer care by addressing customers’ concerns promptly and with professionalism
* Guarantee quality service through effective communication with customers
* Ensure restaurant cleanliness in accordance with Occupational Safety and Health Administration standards

**AAMU Planning Department** | **Student Office Assistant,** Normal, ALAug 20xx- May 20xx

* Assisted professors with helping incoming freshmen transition into department
* Used GIS tutorials and displays such as Box City models to briefly explain careers in urban planning

**HONORS + AWARDS + ACTIVITIES**

* Honor Roll 20xx
* International McDonald’s Scholarship 20xx-20xx
* Urban Planning Association Club (UPA) Spring 20xx- Present
* Community Clothing Drive February 20xx