

STUDENT NAME

1282 Washington Street, City, State X9205

student.too@claflin.edu

(8XX) 442-2XX1

Education

MY University, Orangeburg, SC
Bachelor of ___ in __, May 20XX
G.P.A.: 3.42

- **Header:** Ensure current and best contact information & professional email address
 - **Education:** List the degree being pursued, graduation month and year
 - **G.P.A.:** Cite only if 3.0 or higher
- **If transferring from another University/College, first, list the most recent degree

Honors and Awards

Honor Roll, SC Life Scholarship, Delta Airlines Scholarship Award, and Lead First Scholarship

List current Honors and Awards

Body of Resume: Use **action words that highlight strengths, results and outcomes** of your work (numeric values, percentages, etc.), **use keywords** that mirror experiences you desire to obtain (*visit job boards, looking at the job description of roles that mirror experiences you have both held and desire to obtain (co-op, internship, full, part-time employment)*)

Experience

Resident Assistant. MY University, Orangeburg, SC

August 2015 – Present

- Supervise 32 residents, using “7 Habits of Highly Effective People” practices
- Complete room audits, maintenance reports, and incident reports with accuracy, tracking data on an Excel spreadsheet; report results and action plan to Resident Manager weekly
- Facilitate programs on diversity, personal development, relationship building, security, and academic performance

Intern. Nordstrom (Human Resources Department), Charlotte, NC

May 2015 – August 2015

- Reported to the Regional Manager, organized and scheduled new-hire orientation and benefit sessions
- Scheduled interviews, sent offer letters to prospective employees
- Downloaded daily sales into an Excel spreadsheet for store manager; helped prepare for weekly sales meetings

Volunteer. Claflin University – Office of Career Development, Orangeburg, SC

Spring 2015; Fall 2015

- Assisted with creating and updating marketing materials for the University’s Career Fairs using Microsoft Publisher (portfolio included)
- **Managed the Facebook page** by updating it with activities facilitated through the office; **the page currently has a following of 85% of the student body**
- Helped to **welcome new employers to campus** by providing tours of the University; **track the employers’ visits using Microsoft Excel**

Volunteer Tutor. MY University - Residence Hall

August 2014 – December 2014

- Proactively **developed a daily (4 hours/ day) tutoring and study session** with students of all majors and classifications; **as a result of the participation, which consists of 50 participants, the grade point average for the group is 3.22**

Campus Involvement

Spanish Club member; **American Heart Association** (Education Awareness Committee Member); **Student Government Association** – Student Activity Board member; **revenue generated exceeded goal by 28%**; **Claflin University Basketball (Team Captain)**

Community Service

American Red Cross (serve with my mentor, Mr. T. Marcon); **Boys and Girls Club of America:** Assist with marketing and special events (August 30, 2014 – present; **80 hours contributed to date**)

Additional Marketable Skills

Currently learning **Sign Language:** with completion of class, will help new learners; **Bilingual Candidate: Spanish/English**

Computer Skills

Microsoft Office Word, PowerPoint, Excel, Publisher, Sharepoint, and **Access (self-taught; intermediate level of knowledge); web design experience (four years; design and/or update web pages for small businesses)**