

RESUME SAMPLE

NAME

Address – Phone Number – Email Address – Website (optional)

PROFESSIONAL SUMMARY

3-5 Sentences that advertise your skills and abilities that relate to the job you are applying for. Make sure to not be so general – but rather your unique factors. What do you do better than others? How have you made an impact? You can also put a sentence in about what you are looking for in a position.

EDUCATION

Bachelor of Arts Graduation Date

Name of Institution, City, State

Majors:

Minors:

GPA: XX/4.0 (only list if over 3.0)

Honors & Awards: Scholarships, Dean's List, and other awards

INTERNSHIP EXPERIENCE

Internship Title Date - Date

Company, City, State

- 3 bullet points
- Showcase your skills, not just duties that are tailored to the position
- Formula – action verb + who/what + how/why

WORK EXPERIENCE

Job Title Date - Date

Company, City, State

- 3 bullet points
- Showcase your skills, not just duties that are tailored to the position
- Formula – action verb + who/what + how/why

Job Title Date - Date

Company, City, State

- 3 bullet points
- Showcase your skills, not just duties that are tailored to the position
- Formula – action verb + who/what + how/why

CAMPUS & COMMUNITY INVOLVEMENT

Organization Title, Organization Name Date - Date

- 1-2 bullet points
- Formula – action verb + who/what + how/why

Organization Title, Organization Name Date - Date

- 1-2 bullet points
- Formula – action verb + who/what + how/why

SKILLS

- Focus on relevant skills only
- Typically technology, language, or trainings/certifications – make sure to state proficiency level

Jane Smith

1200 University St. Unit #9999
Spearfish, SD 57799

(605) 555-1212
jane.smith@bhsu.edu

Skills and Qualifications:

3 yrs leadership experience guiding staff and students
Proven record of seeking workable outcomes in highly demanding situations
Experienced taking charge, gaining buy-in, and producing results with diverse audiences
Developed skills in conflict resolution

Education:

Bachelor of Science in Graphic Design and Communication, Marketing Minor
Black Hills State University, Spearfish, SD
Dean's List 2018, 2019
Graduation May 2021
3.15/4.00 GPA

Experience:

Hall Director

Black Hills State University, Spearfish, SD 2019 - present

- Facilitate weekly staff meetings/one-on-one meetings with 16 RA's
- Lead Judicial Hearings for Student Code of Conduct violations
- Respond to emergency situations including alcohol violations
- Assist with Winter Training Sessions for returning resident staff of 34
- Perform Night Assistant Coordinator duties
- Assist students with questions or concerns while maintaining office hours
- Oversee bi-weekly Community Council Meetings
- Maintain the social networking sites of BHSU Residence Life
- Attend weekly Professional Staff Meetings, while working closely with other Student Success Departments

Resident Assistant and Senior Resident Assistant

Black Hills State University, Spearfish, SD 2017 - 2018

Responded to 17 in-hall emergencies and Code of Conduct violations

- Helped facilitate conflict resolution and time management training sessions for all 14 Resident Assistants
- Mentored a wing of 30 freshman and sophomore residents
- Promoted passive programming through monthly bulletin boards, and creative door decorations
- Participated in weekly staff meetings and monthly in-hall community council meetings
- Implemented 6 community service, wellness, and social programs

Manager/Barista

Green Bean Coffee Shop, Spearfish, SD 2015 - 2017

- Provided excellent customer service to each guest
- Operated and trained 6 employees on proper cash register protocol
- Prepared and served coffee, specialized drinks and organic food items to 50+ daily
- Trained and oversaw 4 new employees

Community Involvement:

- University Programming Team
 - Swarm Days Homecoming Committee
 - Presidential Ambassador
 - Volunteered with the Jacket Volunteers Organization in multiple service projects logging 22+ hours
-

Jane Smith

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Professional References: *use same font for word References as for all segment headings on your resume
*font for References should match your resume headings both in size and style
*if your resume has a border, graphics, or lines, include the same elements here

Jim Johnson
Associate Director of Residence Life
Black Hills State University
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(605) 555-1212
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Kelly Martin
Residential Education Coordinator/Apartment Director
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*note how this arrangement fills most of the page so the content appears ample

Lynn Schilling
Owner
Green Bean Coffehouse
Spearfish, SD 57783
(605)555-1212
lschilling@greenbean

Stan Baxter, PhD
Assistant Professor
Black Hills State University
Spearfish, SD 57799
(605) 555-1212
stan.baxter@bhsu.edu

Jason Jones

322 Western Avenue, Spearfish, SD 57783
605-111-2222 jason.jones@yellowjackets.bhsu.edu

Skills and Qualifications

5 years of experience in customer service

2 years of practiced success upselling products

- Congenial style with ability to assess needs and respond with help
- Capably connect with others in diverse settings
- Persistent and determined commitment to work
- Ambitious and strategic about sustaining repeat business
- Known for positive and productive attitude that leads by example

Education

Bachelor of Science in Business Administration with Specialization in Marketing

Black Hills State University, Spearfish, SD

School of Business AACSB accredited

(Association to Advance Collegiate Schools of Business)

GPA: 3.2

Graduation: May 2021

Experience

Photographer, Sturgis Photography, Sturgis, SD

Sep 2018 - current

- Arrange customers to create pleasing portraits and take pictures, coordinating up to 18 sessions per day during peak season
- Guide customers in selection of finished pictures and complimentary frames
- Increase sales by creating a pleasant climate and upselling photo packages
- Enjoy challenge of selling experience and working with as many as 60 people each day

Pizza Maker, Papa Murphy's Pizza, Spearfish, SD

May - Aug 2018

- Made pizzas per customer orders
- Took pizza orders from walk-in, phone and on-line customers
- Successfully marketed addition of drinks and desserts with customer orders

Activities and Interests

- Jacket Investment Club, 2019-20
- Black Hills State Cross Country Team, Season 2017-19
- Student Body President, Belle Fourche High School, 2016-17
- Tended animals at Northern Hills Humane Society, 35 hours