

Jane Doe

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EDUCATION

Hanover College

Bachelor of Arts, Major: Geology | Minor: Spanish, Communications Expected Graduation May 2024

GPA: 3.78

PROFESSIONAL EXPERIENCE

Human Resources Intern

May 2023 - Present

Indiana State Fair and Event Center

- Hire approximately 1,300 employees for the Indiana State Fair
- Complete background checks, conduct interviews, and assist hired applicants
- Perform office duties such as answering the telephone and maintaining files in an orderly fashion

Student Hall Director

August 2023 - May 2023

Office of Student Life, Hanover College

- Supervised Resident Assistants (RA) in the assigned areas of responsibility, monitoring work performance and evaluating staff members on a regular basis
- Worked with Associate Director and Director of Student Life to oversee completion of RA programming
- Managed overall operational functions in residence hall
- Promoted from Senior RA (January 2022 - August 2023) and RA (May 2021 - January 2022)

Lead Event Student Ambassador

September 2021 - August 2022

Office of Admissions, Hanover College

- Supervised over 30 Student Ambassadors, ensuring attendance and approving requested absences
- Served as Student Ambassador (September 2013 - May 2014)
- Assisted in the planning and execution of events by scheduling and instructing Ambassadors of their duties

LEADERSHIP EXPERIENCE

Chief Administrative Officer

January 2022 - December 2022

Kappa Alpha Theta, Hanover College

- Served on the executive committee, and chaired the bylaws and nominating committee
- Maintained accurate membership status and submitted awards applications

President

September 2022 - November 2023

Circle K Club, Hanover College

- Organized service projects, fostered leadership skills, and encouraged fellowship with members
- Attended multiple events to develop leadership, provide service, and elect new board members

Save space by adjusting the page margins. Margins are .5 inches for this example.

Make sure all contact info is up-to-date. If you have an active LinkedIn account, include the link to your profile. (List the email you use most often or have access to during summer.)

Include your GPA if it is 3.0 or higher. Also consider including honors such as Dean's List.

Use present tense if you are actively in the role.

Use past tense if you are not actively in the role anymore.

Incorporate related roles under one role if you need to save space.

Draw attention to significant headings and indicate different sections of the resume using **bolding**, *italicizing*, or underlining.

Save space by including additional info about a role on one line.

SAVING DOCUMENT

Save in PDF form to ensure formatting and content show up exactly as planned when you submit the document.