

## RESUME SAMPLE

### NAME

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

#### PROFESSIONAL SUMMARY

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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

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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

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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

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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

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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

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- 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](mailto:jane.smith@bhsu.edu)

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## **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
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# Jane Smith

1200 University St. Unit #9999  
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605) 555-1212  
**jane.smith@bhsu.edu**

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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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Kelly Martin  
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\*note how this arrangement fills most of the page so the content appears ample

Lynn Schilling  
Owner  
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Stan Baxter, PhD  
Assistant Professor  
Black Hills State University  
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(605) 555-1212  
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# Jason Jones

322 Western Avenue, Spearfish, SD 57783  
605-111-2222 [jason.jones@yellowjackets.bhsu.edu](mailto: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