

Your header should be the same on your resume, cover letter & references

Will Succeed

Name: larger font & bold
Remaining document: 11-12 pt. font
(Arial, Verdana, Times New Roman, etc.)

(716) 123-4567 • will.succeed@daemen.edu

EDUCATION

Bachelor of Arts in Political Science

Expected: May 2020

Minor: +PLUS Local Community Development

Daemen College, Amherst, NY

GPA: 3.6, Dean's List Recipient

List GPA if above 3.0.
If you ever made Dean's List, only list it once

RELEVANT EXPERIENCE

United States Courthouse, Buffalo, NY

List experiences in reverse
chronological order

01/18-05/18

Intern, Curator's Office

- Attended legal briefings to record meeting notes and proceedings
- Provided guided courthouse tours to students, visitors and community
- Effectively communicated with curator staff, professionals and visitors

Daemen College Peer Disciplinary Review Board, Amherst, NY

09/17-Present

Student Member

- Review student cases and suggest educational sanctions
- Collaborate with board members to determine residential standards

HONORS

Academic Service Learning Award Recipient

Student Intern Award

Finish Line Employee of the Month

Use 2-4 bullets to describe accomplishments/responsibilities

Add Honors
category if you have
2+ honors/awards

May 2018

April 2018

July 2017

COLLEGE INVOLVEMENT

Pre-Law Association, **Active Member**

Spring 2018-Present

History and Political Science Club, **Club Treasurer**

Fall 2017-Present

COMMUNITY INVOLVEMENT

International Institute, Buffalo NY

If you completed Service Learning, add
under Community Involvement category

Spring 2018

English Second Language Assistant Teacher

- Facilitate small group activities to promote English pronunciation
- Assist teacher to ensure students are on task and understand material

CERTIFICATION

American Red Cross – First Aid, CPR, and AED Certified

Current

WORK EXPERIENCE

Daemen College Research & Information Commons, Amherst, NY

09/18-Present

Assistant Clerk

- Answer student inquiries & offered appropriate reference materials
- Assist with circulation desk and processed check-outs and returns

Finish Line, Elma, NY

Job Title = Bold & italicized

Seasonal, 2017-Present

Customer Service Representative

- Train new employees on store policies and procedures
- Assist in locating appropriate attire to meet customer needs

Avoid statements
overlapping dates