

Sample resumes

Ben Benedictine

325 N Aspen Street ♦ Fargo, MN 54673 ♦ (111) 777-2222 ♦ bbenedictine@css.edu

To obtain an Resident Advisor position at The College of St. Scholastica.

EDUCATION

The College of St. Scholastica, Duluth, MN
 Communications major / Spanish minor
 Anticipated graduation date – MAY 2018

- GPA: 3.7 / 4.0

Royalton High School, Royalton, MN MAY 2014

- GPA: 3.8 / 4.0
- Salutatorian
- Certified in CPR and first aid

RELEVANT EXPERIENCE**Library Assistant**

Campus Library, The College of St. Scholastica, Duluth MN JAN 2015 - Present

- Assist Librarian by organizing, repairing and shelving books.
- Create artistic decorations to brighten the library atmosphere.

Nanny

Royalton, MN AUG 2014 - FEB 2016

- Maintained a friendly disposition and cared for three children five days a week.
- Organized more than 35 outings and activities to entertain the children.

Home Health Assistant

Riverside Assisted Living, Royalton, MN Seasonal - JUNE 2013 - AUG 2016

- Exhibited a strong ability to make decisions quickly, be flexible and improvise.
- Facilitated a community atmosphere with a diverse array of 30 clients.

Server/Cook

Dairy Queen, Royalton, MN JUNE 2012 - AUG 2015

- Trained and oriented 15 new workers while demonstrating dedication to being a hard worker and flexible team member.
- Provided polite, clear, and positive communication with diverse guests and co-workers to ensure seamless service.

LEADERSHIP EXPERIENCE

Secretary of Student Senate, The College of St. Scholastica, Duluth, MN
 Peer Helper, Royalton High School, Royalton, MN
 Member, National Honor Society, Royalton, MN
 Captain, Royalton Cross Country Team, Royalton, MN
 President of Chemistry Club, Royalton High School, Royalton, MN
 Section Leader, Concert Band and Senior Concert Choir, Royalton, MN

Miss Piggy

111 E Driftwood Street | Great Rapids, Minnesota 88413 | (111) 555-3333 | mpiggy@css.edu

OBJECTIVE

To obtain a field work opportunity at Amberwing Center for Youth and Family Well-being.

EDUCATION

The College of St. Scholastica, Duluth, MN
 Bachelor of Arts, Major in Elementary Education, Minor in Biology May 2016

- GPA: 3.80 / 4.00
- Dean's List - 5 semesters
- Certified in CPR and First Aid

RELEVANT EXPERIENCE**Resident Advisor**

The College of St. Scholastica, Duluth, Minnesota December 2014 to Present

- Exhibit responsibility, dependability, and punctuality by building programs, organizing meetings, and facilitating an atmosphere of community at all times.
- Demonstrate ability to hold others accountable by managing 30 first-year students.

CNA

Benedictine Health Center, Duluth, Minnesota July 2014 to May 2015

- Retained a compassionate disposition and loving nature under high-stress situations handling behavioral issues from residents with psychological disorders including dementia, OCD, Alzheimer's, Parkinson's and Schizophrenia.
- Cultivated a strong ability to make decisions quickly.

First Responder

Great Rapids Fire Dept, Great Rapids, Minnesota August 2013 to February 2015

- Maintained a calm composure in life-threatening situations where entering burning buildings became necessary.
- Dependably responded to all calls swiftly and efficiently.

Academic Role Model

The College of St. Scholastica, Duluth, Minnesota August 2014 to December 2014

- Communicated effectively with students through one-on-one appointments focused on enriching educational experience.
- Exemplified a willingness to learn new abilities to accommodate changing student needs.

LEADERSHIP EXPERIENCE**Vice President of Student Senate**

The College of St. Scholastica, Duluth, Minnesota September 2012 to Present

- Represented the wants and needs of the student body.
- Conducted Senate Meetings in a fair and orderly fashion.

Cable Journalist

The College of St. Scholastica, Duluth, Minnesota September 2013 to May 2015

- Respected all deadlines and reliably finished 25 articles in a timely manner.
- Researched diverse topics, conducted interviews and wrote professional articles for the campus paper.

Volunteer Classroom Mentor

The Vineyard, Duluth, Minnesota August 2014 to May 2015

- Taught each class with passion, creating an inspiring and uplifting classroom atmosphere.
- Organized 25 lesson plans and further devised 25 activities, two for each week.

First or second year student resume

Focus on leadership experiences

Sample Resumes

KERMIT FROG

222 College Street • City, State, 00000 • (888) 777-6666 • kfrog@snaspiggy.com

OBJECTIVE

Summer Human Resources internship with Target

EDUCATION

The College of St. Scholastica, Duluth, MN
Bachelor of Arts, May 2017
Management major, Psychology minor
Overall GPA: 3.3 / 4.0

Relevant Courses

Human Resource Management	Behavior Management
Staffing and Compensation	Social Psychology
Organizational Behavior	Service Marketing

Study Abroad

Ireland, spring 2015
Gained a deep appreciation for Irish culture and history through a balance of formal education and extensive travel.

RELEVANT EXPERIENCE

Bar tender and Server Sept. 2015 – Jan. 2016
Joe's Crab Shack, Duluth, MN

- Named Employee of the Month for October 2013 and May 2014.
- Served people of various demographics on daily basis.
- Worked well under pressure in fast-paced environment.

Teller

Wells Fargo, Duluth, MN Summer 2015

- Effectively assisted potential and existing customers in money transactions.
- Competently answered customer questions on account information and bank products.
- Entrusted to manage up to \$150,000 in daily cash deposits.

Sales Associate

Summer 2014
Gander Mountain, St. Paul, MN

- Provided excellent customer service by directing customers to appropriate merchandise and answering questions.
- Efficiently stocked and folded retail merchandise to maintain an attractive store.

LEADERSHIP EXPERIENCE

Secretary of Management Club Fall 2015
The College of St. Scholastica, Duluth, MN

- Assisted in organizing speakers for bi-weekly meetings.
- Accurately took minutes and distributed in a timely fashion.

Residential Advisor

2014-2016
The College of St. Scholastica, Duluth, MN

- Planned floor social events and assisted over 35 freshman-level students in transitioning to college.
- Enforced school rules to help keep campus safe and healthy.

COMPUTER SKILLS

Adobe InDesign, Adobe Photoshop, Microsoft Word, Excel, Power Point

Jane Scholastica

1200 Kenwood Avenue
Duluth, MN 55811
jscholastica@css.edu
218.555.5555

EDUCATION

The College of St. Scholastica, Duluth, MN
Bachelor of Science in Nursing (May 2017)
Cumulative GPA – 3.2/4.0

- Dean's list: four semesters
- Certified in CPR, first aid and hearing screening

NURSING EXPERIENCE

St. Luke's Hospital, September 2015 - May 2017

Clinical Experience, Medical/surgical, orthopedics, pediatrics, psychiatric, OB, geriatric

- Cared for people of various ages and diagnoses by monitoring vital signs, dispensing medications as needed, and offering comfort and compassion.
- Performed head-to-toe physical assessments and prioritized needs and care of multiple patients.

St. Joseph's Hospital, Brainerd, MN, June - August 2016

Summer Nurse Intern, Surgical services

- Educated pre-operative patients on surgical process to reduce anxiety and facilitate a healthy recovery.
- Closely observed and assessed post-operative patients; monitored airway and cardiovascular status and managed pain.
- Evaluated patients' readiness for discharge and provided instructions for self-care at home.

Lakewood Rehabilitation Center, Baxter, MN, September 2014 - May 2016

Certified Nursing Assistant

- Performed activities of daily living for approximately 12 residents daily.
- Assisted diverse patients ranging in age from 35-107, with varied diagnoses including diabetes, cancer, depression, strokes, Alzheimer's, paralysis, and post-surgery.
- Active team member who worked to create a safe and positive environment.

OTHER EXPERIENCE

Coffee to Go, Nisswa, MN, Summer 2014 and 2016

Coffee Barista

- Efficiently made and served hot/cold beverages, answered phones, used cash register, made deposits and ordered products.
- Assisted in managing shop during summer 2015 which included keeping inventory, ordering products, resolved customer complaints, advertising, decorating, and pricing of products.

VOLUNTEER ACTIVITIES

Monthly Soup Kitchen volunteer, Annual Highway Clean-up volunteer, Student Blood Drive coordinator (two years), American Cancer Society Relay for Life captain (one year).

New grad with less experience in the field

New grad with more experience in the field

Sample Resumes

Tech Expert

texpert#1@css.edu
555-555-5555

Present:
1200 Kenwood Avenue, Box 001
Duluth, MN 55811

Permanent:
10 Winding Drive
Maplewood, MN 55555

OBJECTIVE

A full-time summer internship in the field of Information Technology/Computer Science

EDUCATION

The College of St. Scholastica, Duluth, MN

Major: Computer Science/Information Systems with a concentration in Management

Anticipated graduation date - May 2017

- Minor: American Indian Studies
- Major GPA: 3.5/4.0, Cumulative GPA: 3.1/4.0

RELEVANT COURSES

Java I & II	Human Resource Management	Database Modeling
Web Design	Client-Side Web Development	Strategic Management

TECHNICAL EXPERIENCE

- Programming Languages: Java, Visual Basic, SQL
- Web Designing Software: CMS, DreamWeaver, Photoshop, Illustrator
- Proficiency in: Microsoft Word, Excel, Works, Visio, OneNote, PowerPoint

COMPUTER EXPERIENCE

Technological Assistant – Computer Support Help Desk (December 2015-present)

The College of St. Scholastica, Duluth, MN

- Use extensive knowledge of computers to provide solutions to technology questions or refer to appropriate resources
- Accurately check-out and deliver equipment to faculty and staff
- Help solve software problems on student computers and repair virus-infected computers

Research Project (Spring 2016)

Computer One Consulting, Duluth, MN

- Successfully worked with student team to develop time-entry system called Project Tracker to assist employer in improving efficiency in project management
- Organized team meetings and completed weekly progress reports
- Presented final project to employer; provided rationale for system selected, fit for company, cost and system limitations

President, Computer Club (2014-2015)

The College of St. Scholastica, Duluth, MN

- Organized and planned meetings and events for 35-member club
- Increased membership 25 percent by recruiting new members at activity fair, sending campus emails and providing classroom announcements
- Volunteer weekly at assisted living center to solve resident computer problems

OTHER EXPERIENCE

Waiter	Sammy's Pizza, Duluth, MN	2013-2015
Cashier	June's Hallmark, Maplewood, MN	Summer 2015
Laborer	Hilltop Landscape and Gardens, White Bear, MN	Summer 2014

Saint Scholastica

100 Smart Lane, Duluth MN 55804
(218) 555-5555, (612) 555-5555
E-mail: A+Teacher@css.edu

EDUCATION

The College of St. Scholastica, Duluth, MN

Bachelor of Arts (May 2017)

Major: History/Secondary Education Social Science

Licensure: 5-12 Social Sciences (in process)

Cumulative GPA = 3.5/4.0

Dean's List- 4 semesters

EXPERIENCE

Student Teacher, Jefferson Middle School, Duluth MN, January 2017 – present

- Teach 25, 6th grade students in diverse, urban school.
- Plan developmentally appropriate activities following weekly themes and organized material for thematic units.
- Quickly built rapport with students and implemented positive classroom management strategies.
- Motivate students through active learning environment.
- Successfully communicate with parents during conferences, over the phone and via email.
- Developed comprehensive student workbook and study guide to complement Geography unit.

Program Leader, Summer Reading Program, Alexandria, MN, Summer 2016

- Developed summer reading program for 30 children ages 6-10.
- Incorporated reading incentive program with rewards donated by local businesses.
- Trained 10 community volunteers to read with students on a weekly basis.
- Successful summer program led to a \$1000 increase in budget for following year.

Boys JV Basketball Coach, Duluth High School, Duluth MN, 2014-2016

- Used high energy and organizational skills to manage a team of 18 boys ages 14-18.
- Designed and coordinated practices to meet ability level.
- Responsible for the health, safety, and motivation of team players.

Tutor, The College of St. Scholastica, Duluth, MN, 2012-2014

- Explained challenging concepts using hands-on, conceptual and other approaches to learning.
- Informed students of effective study/organizational methods to improve classroom performance.

SPECIAL SKILLS

Languages: Conversational French, Basic Sign Language, Intermediate Spanish

Certifications: CPR, First Aid, Basic Life Support

Technology: Basic knowledge and use of SmartBoard and Infinite Campus

ACTIVITIES

Sports writer, Campus Newspaper (Cable) 2015-present

Intramural Basketball and Soccer, 2013-2017

Planning Committee for St. Scholastica Fall Festival, 2015

Habitat for Humanity Volunteer, 2014

Focuses on relevant experiences

Tailored for a specific field