

## Your Name

yourname@udel.edu - 302.830.1111 - [YourLinkedInURL](#)

### EDUCATION

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**University of Delaware**

Newark, DE

**Bachelor of Science**

May 20XX

**Major: Human Relations Administration**

**Minor: English**

GPA: 3.2, Dean's List: Fall 20XX - Spring 20XX

Relevant Coursework: Organizational Behavior, Communication & Interpersonal Behavior, Labor Relations, Leadership & Teams, Ethics in the Workplace

### EXPERIENCE

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**ABC FOOD COMPANY**

Philadelphia, PA

*HR Intern, Staffing Services*

February 20XX-present

- Provide support to 12 staffing specialists within the Human Resource department of a Fortune 1000 consumer packaged goods company.
- Assist with the placement of internal job postings, review and sort resumes by position and/or location and distribute to appropriate team members.
- Research best practices for the placement of employment classified ads via the Internet, including social media platforms; search for qualified applicants and update job listings.
- Conduct prior employment reference checks for new hires and coordinate/track pre-employment drug testing.

**Writing Center, University of Delaware**

Newark, DE

*Student Tutor*

February 20XX-Present

- Assist students to develop and improve skills in pre-writing and proofreading personal essays and research papers
- Conduct an IRB approved research project and paper on understanding the conflict a tutor faces within their academic role
- Attend two monthly meetings regarding tutoring methods, techniques, and appointment troubleshooting

**Caesura Literary Magazine, University of Delaware**

Newark, DE

*Contributor/Member*

September 20XX-May 20XX

- Created content for flyers and posters designed by advertising team for student managed literary magazine
- Evaluated and edit poetry submissions with a co-editor
- Published one short story and one photograph in the 20XX publication

### ADDITIONAL EXPERIENCE

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**Stonegates Retirement Community**

Greenville, DE

*Dining Waiter*

(Seasonal) March 20XX-June 20XX

- Trained new servers and bussers on customer service skills and job tasks
- Served nursing home residents food and drink orders based on dietary restrictions and preferences in fast-paced restaurant
- Collaborated with serving and bussing teams to cater large holiday meals and special events for residents

### SKILLS

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Software: Microsoft Office (Word, Excel, PowerPoint, Publisher), Google Docs, WordPress Social Media: Facebook, Twitter,

Instagram, Tumblr, Pinterest, Vine

Web Design: Wix & WordPress

Language: French - conversational

### ACTIVITIES

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**Society for Human Resource Management**

Newark, DE

*Founding Member*

August 20XX-Present

- Attend meetings which include guest speakers who share HR best practices, fundraising planning, and other general organizational topics
- Assist in the active recruitment (via in-person and social media) of new members for the first SHRM chapter on campus

# Your Name

(860) 555-555 | yourname@udel.edu | [YourLinkedInURL](#)

## Education:

**University of Delaware**  
**Bachelor of Science, Fashion Merchandising**  
Business Administration Minor, GPA: 3.34  
Dean's List: Fall 20XX, Spring 20XX

Newark, DE  
May 20XX

- Relevant Coursework: International Fashion Business, Fashion Sustainability, Textiles, Product Development, Organizational Behavior in Business, Introduction to Marketing

## Experience:

**Shop2Chic**  
**Business Development Intern**

Bloomfield, CT  
May 20XX-August 20XX

- Developed strategic marketing and analytic plans for company executives that focused on market growth and development
- Conducted competitive marketing intelligence, generated reports on current market structures, and evaluated potential new market segments
- Organize and design social media campaigns on Facebook and Twitter and develop promotional strategies to bring awareness to the brand
- Assist in the pricing and loading of items onto the e-commerce site

**Ribbons on the Runway**  
**Dresser**

Newark, DE  
November 20XX

- Styled and assisted models backstage at an annual runway event in support of the breast cancer charity Sharsheret.
- Kept the modes in line and made sure they entered the catwalk in a timely manner

**UDel Fall Fashion Event**  
**Dresser**

Newark, DE  
November 20XX

- Assembled outfits and dressed model for the UDress magazine's annual fashion show.
- Facilitated inventory control to ensure that items were not lost or stolen

## Activities and Awards:

**UDress Magazine**  
**Philanthropy Team**

Newark, DE  
September 20XX-Present

- Assist in the promotion of the UDress magazine through philanthropic events involving TOMS and the Dream Box Campaign

**Public Relations Team**

September 20XX-Present

- Promote the student run magazine through PR stunts throughout campus

**Alpha Epsilon Phi Sorority**  
**Member**

Newark, DE  
February 20XX-Present

- A social and service fraternity focused on building lifelong bonds with others while supporting the Sharsheret and the Elizabeth Glaser Pediatric AIDS Foundation

**Fashion Merchandising Club**  
**Member**

Newark, DE  
September 20XX-Present

- Supplies networking opportunities among peers who aspire to be in the fashion industry

**National Society of Leadership**  
**Member**

Newark, DE  
November 20XX-Present

- The nation's largest leadership honor society which aims to build leaders

## Additional Skills:

Proficient in Microsoft Word, Excel (PivotTables, Nested IF, VLOOKUP, Charting, Sorting and Formatting), PowerPoint, Access, Word, and Polyvore

## Your Name

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### EDUCATION

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**University of Delaware** Newark, DE  
**Bachelor of Arts in Psychology** May 20XX  
Honors Degree with Distinction  
Senior Thesis Candidate: Stress Regulation in Adolescent Girls  
Minors in Educational Studies & in HDFS  
GPA 3.53; Dean's List All Semesters

**CIEE Study Abroad** London, UK  
**Public Health Program** January 20XX

### RESEARCH EXPERIENCE

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**University of Delaware, Psychology Department** Newark, DE  
*Research Assistant* August 20XX-Present

- Organize data for Professor Smith's lab that tests attachment related trauma, stress regulation, and developmental psychopathology in adolescents
- Conduct literature reviews for primary investigator and provide findings in detailed reports and present findings to members of the team
- Guide patients, participants, and clinician users of our technology through installation, daily use and interpretation of results

**University of Delaware, Child Psychology Lab** Newark, DE  
*Research Assistant* August 20XX-May 20XX

- Assisted Professor White with infant cognition testing with duties including collecting data designed to assess a broad range of tailored and comprehensive cognitive scores
- Performed regression analyses on various data sets related to infant cognition testing and reviewed data for accuracy and completeness

### ADDITIONAL EXPERIENCE

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**Boys & Girls Center** Wilmington, DE  
*Mentor* August 20XX-Present

- Mentor two children ages 6 & 10 on a weekly basis and assist with academics
- Provide developmental activities, relating to core areas including education & career, character & leadership, health & life skills, the arts, and sports, fitness & recreation

**Next Generation Child Center** Waltham, MA  
*Teacher's Assistant* August 20XX-September 20XX

- Aided teachers with infant through pre-K classrooms by providing guidance to students during lessons

### SKILLS

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Proficient in Microsoft Word, Excel and PowerPoint and SPSS. Fluent in Spanish

### HONORS & ACTIVITIES

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Phi Beta Kappa, President (September 20XX-Present) September 20XX-Present

- Plan and orchestrate weekly chapter meetings for a fifty member organization, secure guest speakers, oversee activities, and lead a nine-member executive board

Psi Chi National Honor Society in Psychology, Member September 20XX-Present  
National Society for Collegiate Scholars, Member September 20XX-Present  
Gamma Sigma Sigma, National Community Service Sorority, Member December 20XX-Present

- Perform 25 hours of community service per semester
- Tutor inner-city children grades 1 through 12 on various school subjects

**Your Name**

555-555-5555 | yourname@udel.edu | [YourLinkedInURL](#)

EDUCATION

**University of Delaware**, Newark, DE  
**Bachelor of Science in Computer Science**  
Overall GPA: 3.14; Major GPA: 3.32

May 20XX

SKILLS

*Languages:* Java, C, C++, LISP, Matlab, HTML, Promela, MySQL  
*Operating Systems:* Windows, Unix, MacOS, SUN Solaris, Ubuntu  
*Software:* Eclipse, MS Office, Adobe Photoshop, Minitab, Spin, Visual Studio

RELATED EXPERIENCE

**INRIX**, New York City, NY

May 20XX - August 20XX

*Mobile Development Intern*

- Designed and developed an incident escalation service to manage and assign critical and non-critical client and server issues for the Mobile Team
- Researched, designed and developed a cross-platform SOK for Mobile services
- Designed and developed a gamification platform for the **INRIX** Traffic application
- Worked effectively in a deadline-driven environment

**University of Delaware, Lerner College of Business & Economics**, Newark, DE

August 20XX - May 20XX

*TechDeck Support Member*

- Managed Lerner College of Business main webpage
- Oversaw public computing lab procedures and provided client-facing IT support as needed

**University of Delaware, Department of Computer & Information Sciences**, Newark, DE

February 20XX - May 20XX

*Lab Assistant (Intro to Computer Science I)*

- Answered questions and aided teaching assistant in conducting introductory Computer Science labs

PROJECT EXPERIENCE

**University of Delaware, Department of Computer & Information Sciences**, Newark, DE

Fall 20XX

*Android Molecular Compound DB App*

- Developed SQLite-based Android app permitting users to edit, add or delete database elements
- Generated XML-based scalable GUI interface using custom Photoshop graphics

ATHLETICS & LEADERSHIP

**UD NCAA Division I Football Team**, Newark, DE

August 20XX - Present

*Varsity Letterman and Member of Colonial Athletic League All Academic Team*

- Amplify skills needed to work unselfishly and energetically amongst a group of diverse peers
- Serve as team's Student Athlete Representative voicing student-athlete concerns to the college wide board
- Improve time management skills by balancing a full course load with 25+ hours of weekly football activities

**Linux Users Group (LUG)**, Newark, DE

January 20XX - Present

*President*

- Organize group meetings and outings available to both members and the general public
- Design events for the purpose of educating members as well as non-members of varying competency levels

**Robotics Club**, Newark, DE

August 20XX - December 20XX

*Webmaster*

- Engineered landing page that increased user traffic by more than 50%
- Update the registered student organization web site every week to ensure accurate information is available to the public
- Maintain accurate electronic list of members and advertised meetings as well as upcoming competitions