

SAMPLE RESUME FORMAT

More information on resume building can be found at <https://my.colby-sawyer.edu/myharringtoncenter/default.aspx>

PERSONAL INFORMATION: *Provide the employer with information as to how they can contact you.*

SUSIE STUDENT

Campus Address: Lawson Hall, Room 999;
Home Address: 321 Main Street, Anywhere US 12345; Cell phone: (603) 526-3000
sstudent@my.colby-sawyer.edu (Please use your CSC email address)

OBJECTIVE: *Name the position or positions you want.*

OBJECTIVE:

To provide leadership in a Resident Assistant position.

EDUCATION *Describe your educational background and your academic standing.*

Degree, Major, College, City, State, Date of Graduation/Class of __, GPA, Honors. Optional: Foreign Language Study, Computer and/or Technical Skills, Research, and Relevant Courses as they relate to the position you are applying for.

EDUCATION

Bachelor of Fine Arts: Studio Art, Psychology Minor anticipated May 2018
Colby-Sawyer College New London, NH
Cumulative G.P.A.: 3.5, Dean's List

EXPERIENCE *Beginning with the most recent, describe your skills, qualifications, and accomplishments, both paid and unpaid. Title, Organization, Dates Worked, City, State, Description of Work, and Skills Used.*

EXPERIENCE

Counselor/Art Instructor June – August 2013 - 2015
Camp Mataponi Naples, ME

- Provided leadership, discipline and counseling services to residents of a recreational summer camp.
- Ensured safety, well-being of campers and created an atmosphere of respect and acceptance.
- Directly supervised up to 40 campers ages 6 – 15.
- Planned and led children through art projects.
- Designed and painted props, sets and programs for small theater productions.

Delivery Driver December 2014-Present
Pizza Joint Portland, Maine

- Demonstrated strong customer service skills.
- Answered telephone inquiries, completed orders and transactions using a computer.
- Handled multiple tasks in a very busy atmosphere.
- Received two merit increases for exceptional performance.

Note: If you feel that your experience is self-explanatory, at least give the basic information:

Prep Cook/Line Cook (Seasonal) December 2013 – January 2015
Stowe Mountain Resort Stowe, VT

Screen Printer/Quality Inspector/Office Assistant August 2013- September 2013
Tubbs Snowshoe Company Stowe, VT

OPTIONAL (These can be grouped together as one category or listed as separate categories. Select only those that are most relevant to you.) *Activities/Community Service, Leadership, Honors/Awards, Skills*

ACTIVITIES

Class Officer, Class of 2018	September 2013-Present
• Co-President 2014 - 15; Secretary 2013 - 14	
Student Government Association	September 2013 - Present
• Senator 2014 - 15	
• Treasurer and Allocations Committee Chair 2013 - 14	
Varsity Track and Field	May 2014
History, Society and Culture Club	September 2013-Present
• Treasurer 2013 - 14	
Safe Zones	September 2013-Present
• Treasurer 2013 - 14	
Student Representative, Alumni Council	Spring 2014
Honors Advisory Committee Student Member	September 2014-Present
Social Sciences Professor Search Committee Member	January 2015 - Present
Orientation Leader	August-September 2014

LEADERSHIP

Selected Speaker, PanEl Symposium, Colby-Sawyer College	April 2014
• Selected to participate in conference comparing and contrasting cultures in Asia.	
President & Founder, Cross Cultural Club	September 2013-Present
• Founded club to provide forum for sharing cultures and promoting inter-cultural understanding.	
• Conducted meetings and developed projects to foster participation in activities.	
• Initiated first Colby-Sawyer <i>International Night</i> featuring various cuisine and entertainment.	
Guest Speaker, Concord Elementary School, Concord, NH	October 2012
• Requested to introduce students to Korean life styles, culture, and basic socio-economic conditions.	
Volunteer, New London Conservation Commission	October 2012

VOLUNTEER EXPERIENCE

Maine General Hospital	Augusta, ME	June 2013- August 2014
• Assisted with upkeep of a physical therapy facility.		
• Prepared work areas for clients and therapist.		
Hanna House	Hanover, NH	October 2013- December 2014
• Assisted staff at a residential facility for adolescent mothers and their children.		
• Helped teen mothers with time management and organization of daily chores.		

REFERENCES

Please provide the names of the campus contacts you listed on your application.