

SAMPLE LIBERAL ARTS RESUME (1)

Sarah.smith@assumption.edu

Sarah Smith
508-123-4567

www.linkedin.com/ssmith

Home Address

15 Hound Way
Boston, MA 02115

Campus Address

500 Salisbury Street
Worcester, MA 01609

EDUCATION

Assumption College, Worcester, MA
Bachelor of Arts, Major: Marketing, Minor: Chemistry



Consider adding a coursework section if you lack job experience, or if you have a course that directly relates to the position you are applying for. Describe projects, new knowledge, or accomplishments.

May 2022
GPA: 3.68/4.0

COURSEWORK

Marketing Management: Developed and implemented a marketing strategy to promote a local business and to drive foot traffic and increase sales. Through advertising and social media, the company increased sales by 10%.

Environmental Chemistry: Collected and analyzed water sample characteristics via titration to understand water hardness and used pHmeter to measure and understand how varied environments affect pH.

EXPERIENCE

Enterprise Rent-A-Car, Worcester, MA
Management Intern



Be descriptive with 2-4 bullet points, stating what you did, how you did it, and for what purpose in order to paint a clear picture of the role.

September 2018-Present

- Independently manage customer accounts and provide assistance when needed by handling conflict resolution and addressing customer concerns
- Analyze daily reports tracking rental volume by district and make suggestions to improve based on results
- Assist manager with daily tasks such as customer outreach, community marketing and customer acquisition

Stop & Shop, Boston, MA

August 2016-Present

Cashier

- Provide excellent customer service by assisting customers at checkout and bagging groceries during college breaks
- Manage cash drawer of \$500 and balance drawer at beginning and end of shift to ensure accuracy

Child Care Provider, Worcester, MA

September 2014-May 2017

- Cared for three children ages 2-8 three days a week
- Drove children to and from afternoon activities, assisted with homework and prepared snacks
- Entertained children with activities such as games, arts and crafts and imaginative play



Order your experiences by date, with the most current listed first.

ACTIVITIES

Greyhound Association For Marketing Enrichment (GAME)

Spring 2019-Present

VP for Events

- Collaborate with other VPs, faculty and alumni association to organize monthly guest lecturers from the marketing field

Assumption College Field Hockey (NCAA Division II)

Fall 2018-Present

- Participate in community service projects and team fundraising
- Devote 15 hours per week to practice, games and travel while balancing a course load of 15 credits and a part-time job

Campus Activities Board (CAB)

Fall 2018-Fall 2019

SKILLS

- Fluent in Spanish
- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, and Facebook



Describe your level of proficiency to best promote yourself and describe your true skill level - Be aware that this is self-ranking!!

SAMPLE LIBERAL ARTS RESUME (2)

PIERRE GREYHOUND

15 Hound Way | Boston, MA 02115

p.greymhound@assumption.edu | 508-123-4567

EDUCATION

Assumption College - Worcester MA

Bachelor of Arts – Major: Sociology, Minor: Criminology

GPA: 3.74/4.0



Consider adding this section if you lack job experience, or if you have courses that directly relate to the positions you're applying to. Describe projects, new knowledge, and accomplishments.

May 2021

COURSEWORK

- **Social Policy:** Examined social policy in America by studying the relationship between society and politics and the implementation of social reform. Completed a group proposal for policy change for an assigned region that would drive social reform and help the area thrive.
- **Juvenile Delinquency:** Studied the history of juvenile delinquency, trends in society, and ways to support youth. Researched programs that currently exist and their success rates, and worked with a group of 3 other students to create a program that would help rehabilitate youth in juvenile detention centers.

EXPERIENCE

Juvenile Probation Department, Worcester, MA

Intern



Be descriptive with your bullet points, describing how you performed tasks and for what purpose in order to paint a complete picture of the role.

September 2019 - Present

- Assist Associate Probation Officer in reviewing files and cases to prepare for court hearings
- Complete intake forms and initial interviews for families who had open cases for Care and Protection
- Observe Associate Probation Officer during meetings with juveniles to verifying adherence to probation terms

Stop & Shop, Boston, MA

Shift Supervisor

August 2017 - Present

- Manage a team of 5-7 employees each shift by ensuring that all departments are accounted for, assigning break times to each team member, and covering duties for team members who do not report for work
- Offer extra support to cashiers who have customers with special requests, concerns, or complaints
- Perform closing managerial duties, such as closing out each register and checking out each employee, at the end of night shifts

Cashier

August 2015 - August 2016

- Provide excellent customer service by assisting customers at checkout and bagging groceries
- Manage cash drawer of \$500 and balanced drawer at beginning and end of shift to ensure accuracy

Child Care Provider, Worcester, MA

September 2014- August 2015

- Cared for three children ages 2-8 three days a week by driving them to and from afternoon activities, assisting with homework and preparing snacks
- Entertained children with activities such as games, arts and crafts and imaginative play



Order your experience by date, with most current listed first.

ACTIVITIES/VOLUNTEER

Assumption College Reach Out Center, Worcester, MA

September 2017 - Present

- Our Lady of the Angels, After School Tutor
- Big Brother/Big Sister of Central Massachusetts, Volunteer

SKILLS

- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, Facebook
- First-aid and CPR certified



Describe your level of proficiency to best promote yourself and describe your true skill level – Be aware that this is self-ranking!

Sarah Smith

Boston, MA • www.linkedin.com/ssmit1 • 508-123-4567 • ssmith@assumption.edu

EDUCATION

Assumption College, Worcester, MA
 Bachelor of Arts, Major: Human Services and Rehabilitation Studies
 Minor: Psychology
 Dean's List

May 2020
 GPA: 3.0/4.0

Fall 2016, Fall 2017 – Present

Study Abroad: Assumption College, Rom Campus, Rome, Italy

Spring 2018

Include this section if you lack experience in your field. Include projects and/or accomplishments.

COURSEWORK

Principles of Case Management: Developed a persona and worked with a classmate taking turns as both the client and case manager. All client information regarding the disability and presenting problem was documented and compiled into a file for review at the end of the semester.

Abnormal Psychology: Achieved an understanding of the nature and impact of various disorders on individuals, such as personality and eating disorders. Through case studies and working with peers, the class gained a deeper understanding of the topics studied.

INTERNSHIP EXPERIENCE

Center for Living & Working, Worcester, MA
Intern

January 2018 – May 2018

Describe each experience in 2-4 bullets. Be sure to be specific about what you did and how you did it to paint a clear picture. Quantify wherever possible.

- 400 hour internship in the Deaf & Hard of Hearing Independent Living Services department at a non-profit independent living services organization
- Collaborated with coworkers and deaf and hard of hearing consumers to empower them to live independently through services such as skills training, advocacy, and acquiring assistive technology
- Utilized American Sign Language while working in the Deaf community and with deaf coworkers

WORK EXPERIENCE

Stop & Shop, Boston, MA
Cashier

August 2014 – Present

- Provide excellent customer service by assisting customers at checkout and bagging groceries
- Manage cash drawer of \$500 and balanced drawer at beginning and end of shift to ensure accuracy

Child Care Provider, Worcester, MA

September 2013 – May 2015

- Cared for three children ages 2-8 three days a week
- Drove children to and from afternoon activities, assisted with homework and prepared snacks
- Entertained children with activities such as games, arts and crafts and imaginative play

Order each experience by date, with the most current first.

ACTIVITIES

African Community Education After School Program (ACE), Worcester, MA

May 2016 – Present

- Volunteered 2 days a week by providing academic support and engaging in extracurricular activities with children ages 8 – 12
- Assisted with the development of workshops for African refugees and immigrant youth

SKILLS

- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Advanced understanding of ASL

Describe your proficiency level to best promote yourself and your true skill level. Be aware that this is self-ranking!!

Résumé Action Verbs

Financial Skills

administered
allocated
analyzed
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Research Skills

clarified
collected
critiqued
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

Communication Skills

addressed
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
mediated

moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Leadership

accomplished
achieved
attended
chaired
coached
convened
enlisted
facilitated
focused
guided
initiated
instilled
led
strategized

Management Skills

administered
analyzed
assigned
attained
chaired
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced

recommended
reviewed
scheduled
strengthened
supervised

Helping Skills

assessed
assisted
clarified
coached
demonstrated
diagnosed
educated
facilitated
familiarized
guided
referred
rehabilitated
represented

Teaching Skills

adapted
advised
clarified
coached
communicated
developed
enabled
evaluated
explained
facilitated
instructed
mentored
persuaded
stimulated

Creative Skills

acted
created
designed
developed
directed
established
founded
illustrated
instituted
integrated

introduced
invented
originated
performed
planned
revitalized
shaped

Clerical/Detailed Skills

approved
arranged
catalogued
classified
collected
compiled
executed
generated
implemented
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
validated

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
solved
trained
upgraded
informed