

# JANE CANDIDATE

Denver, CO • 123.123. 4321 • jcandidate@du.edu • LinkedIn URL

## EDUCATION

---

### University of Denver, Morgridge College of Education

MA Higher Education candidate

Relevant Courses: Student Affairs Administration, Student Support in College

Honors: Rose Scholarship

Capstone Project: Inclusivity in Student Organizations

Denver, CO

Expected Graduation 06/20xx

### University of Iowa

BA Psychology

Relevant Courses: Community Organizations, Leadership in Organizations

Study Abroad: Belgrano, Italy

Ames, IA

06/20xx

## RELEVANT CLASS PROJECTS

---

- Research paper on retention and persistence of athletes in higher education
- Studied impact of public policies in higher education and presented findings to state legislative committee

## EXPERIENCE

---

### University of Denver, Housing and Residential Education

Graduate Fellow

- Work with residents to create and market engaging monthly social events resulting in fewer complaints and discipline issues
- Developed first-ever online safety program to educate residents on fire hazards and emergency situations that received award

Denver, CO

06/20xx-Present

### University of Woodland

Orientation Leader

- Provided training for new leaders on course registration which resulted in fewer complaints and streamlined the process
- Delivered in collaboration with admissions staff over 50 orientation sessions for 600 students that received recognition for efficiency and organization by campus administrators

City, State

09/20xx-20xx

### University of Ducal

Academic Advisor

- Provided guidance on degree requirements in friendly and accurate manner to over 500 students annually
- Created workshops for students on choosing degrees to ensure sound decisions, resulted in 20% drop in change of majors

City, State

03/20xx-20xx

## LEADERSHIP/ACTIVITIES

---

Member, National Association of Student Personnel Administrators (Present)

Math Tutor, Smith High School (Present)

Volunteer, Habitat for Humanity (2018)

## SKILLS

---

**Computer:** Word, PowerPoint, Excel (Proficient), Banner

**Languages:** Spanish (Fluent)

**Certifications:** CPR, First Aid

**\*\*\* THIS SAMPLE RESUME IS USED FOR INSTRUCTIONAL PURPOSES. PLEASE USE YOUR OWN WORDING WHEN YOU ARE WRITING YOUR DOCUMENT\*\*\***