

Contact

Sample Student

samplestudent@gmail.com

(555) 555-3214

1234 Jesse Hall Ln, Columbia, Missouri

www.Linkedin.com/in/mizzoustudent

Education

University of Missouri

Columbia, Missouri

Bachelor of Science in Architectural Studies

Emphasis in Architectural Studies

Graduation Date: May 20__

GPA: 3.4

Work Experience

Urban Planning Intern

Historic Preservation Commission

August 20__ - Present

Columbia, Missouri

- Documented new historic homes and properties
- Observed bi-weekly commission meetings
- Assisted with drafting of legislation
- Planned implementation and building of new transportation routes and bus stops highlighting "notable property" in area

Design Intern

Nelson-Atkins Museum of Art

May 20__ - August 20__

Kansas City, Missouri

- Performed field measurements of Donald J Hall Sculpture Park
- Surveyed grounds to discover efficient maintenance practices
- Assisted in planning and designing cultural and special events
- Observed horticulturists' selection of urban plantings

Draftsman and Sales Assistant

Wahle's Wood Works and Mouldings

June 20__ - August 20__

Hallsville, Missouri

- Used TurboCAD for drawing molding profiles and plans for clients
- Utilized Photoshop for brochures and covers of several sales books for customers

Volunteer Work

The Love Designers Charity House

June 20__ - August 20__

- Coordinated with the Chairperson for the year with designing a space, making phone calls, and organizing the other designers

Relay for Life

June 20__ - August 20__

- Team leader for Hallsville Relay for Life and member for 8 years
- Work to continuously raise funds to help prevent and cure cancer

Student Environmental Design Association (SEDA) June 20__ - August 20__

- Active member, attended meeting and trip to Neocon 20__ in Chicago

Skills

- Thorough knowledge of Autodesk: AutoCad, 3D Studio Max, and Revit
- Proficient in Adobe Photoshop, Illustrator, InDesign and Dreamweaver
- Excel in hand renderings and familiar with SpecLink software
- Extensive experience with the architectural millwork industry

SAMPLE STUDENT

111 Tiger Avenue, Columbia, MO 65202 • (573) 555-5555

samplestudent@mail.missouri.edu • [www. Linkedin.com/in/mizzoustudent](http://www.Linkedin.com/in/mizzoustudent)

EDUCATION

University of Missouri
Bachelor of Arts in Communication
Area of Focus: Mass Media
Minor in Spanish

Graduation Date: May 20__
Columns Scholarship
Cumulative GPA: 3.05/4.00

PROFESSIONAL EXPERIENCE

Neato Agency, Santa Monica, CA

Student Marketing Manager, August 20__ - Present

- Initiated marketing efforts for Vans and executed personalized ideas with excellence.
- Developed and cultivated relationships with 30+ business opinion leaders to endorse local brand and retail marketing efforts.
- Collaborated with manager and colleagues from concept inception to execution.

MU Cambio Center, University of Missouri, Columbia, MO

Student Assistant, August 20__ - May 20__

- Supported the outreach and training efforts of the Cambio Center by developing curriculum and student advertising.
 - Coordinated the annual conference “Cambio De Colores” to ensure the participation of 100+ students, scholars and community members.
 - Maintained program website using bilingual skills to effectively communicate to a larger audience.
-

SKILLS

Applications: Adobe Illustrator, Adobe Photoshop, Adobe Indesign

Languages: Spanish (Fluent)

ACTIVITIES

President, *Hispanic American Leadership Organization*, May 20__-Present

- Conceptualized meetings, plan and execute events in collaboration with executive team, invite speakers, and overall strategize professional development for 30 member group

Volunteer, *A Way with Words & Numbers*, September 20__-Present

- Tutored three 4th grade students in basics of math and literacy, successfully improving their comprehension and helping them be on par with classmates
- Met with students twice per week for 2 hours, building relationships with students, teachers, and families

Member, *Phi Beta Lamda*, April 20__-Present

SAMPLE STUDENT

sample@mail.missouri.edu *www.Linkedin.com/in/mizzoustudent*
201 Student Success Center Columbia, Missouri 65201
(555) 555-3421

EDUCATION

Bachelor of Science in Economics Minor in Business

University of Missouri
GPA: 3.4/4.0

Anticipated Graduation Date: May 20__

EXPERIENCE

Scadaware Inc

Manufacturing and Shipping Assistant

Bloomington, IL

May 20__ – August 20__

- Coordinated assigned aspects of facility shipping process by reorganizing the shipping and assembly database and creating useful efficiencies
- Created proper documentation of shipping to ensure outstanding customer service

Learning Center, University of Missouri

Tutor

Columbia, MO

August 20__ – April 20__

- Tutored up to four students per semester in courses such as calculus, economics and statistics, improving their understanding of course content and performance in class.
- Assisted students studying groups with a 10 percent average increase of grades in their exams.

Golden Corral

Server

Columbia, MO

October 20__ – May 20__

- Served customers by taking orders, cleaning tables and attending to their needs.
- Provided positive customer service in a stressful environment with up to 80 customers.

LEADERSHIP

Beta Theta Pi Fraternity, University of Missouri

Risk Manager

May 20__-Present

- Coordinated the sober driving program to hold seminars with a participation of 25 students weekly through semesters.

Residence Halls Association, University of Missouri

Finance Coordinator

January 20__ – May 20__

- Facilitated the organization's budget allocation of \$24,000 for spring semester and oversaw the organization's funding and item request services.

HONORS

University of Missouri Curators Scholar

David J. Loschky Scholarship in Economics

20__-20__

20__

Sample Student

111 Tiger Road ♦ Columbia, Missouri 65201 ♦ (555) 555-6663 ♦
samplestudent@gmail.com ♦ www.Linkedin.com/in/mizzoustudent

EDUCATION

Bachelor of Arts in Interdisciplinary Studies
Emphasis: Spanish, International Business, Marketing

University of Missouri
Anticipated Grad Date: May 20__
GPA: 3.9/4.0

WORK EXPERIENCE

Community Advisor, University of Missouri

Columbia, Missouri

January 20__ – Present

- Hold weekly information session for new and current residents at residential hall with a participation of 20 to 30 students
- Initiate five individual community activities to encourage students' interaction, involvement and academic competence
- Assist communication between 500 student residents and staff members of residential hall and campus dining services
- Advise students on stress reducing, adapting to college and time management 5 hours per week

Digital Media Intern, Division D

Columbia, Missouri

May 20__ – August 20__

- Assisted the sales team and account management team in campaign development and management
- Established contacts in three new publishers to grow Division-D network
- Cooperated with account management team on campaign optimizations to ensure client satisfaction

Front Desk Guest Service Representative, Holiday Inn

Columbia, Missouri

August 20__ – January 20__

- Listened to the need of guests of the hotel and provided excellent customer service
- Performed bookkeeping activities, such as balancing accounts and conducting nightly audits
- Solved problems for customers, demonstrating patience and empathy to hotel patrons

LEADERSHIP AND ACTIVITIES

External Philanthropy Chair, Phi Kappa Theta Fraternity

August 20__ - August 20__

- Plan, schedule, and execute philanthropic events and ensure chapter participation
- Guide Philanthropy Committee's 6 members to delegate tasks and assist in planning
- Educate members and event participants about the chapter's philanthropic goals

Vice President, Spanish Club

January 20__ - July 20__

- Assist President in all planning, meeting execution, and professional development for members
- Serve as liaison between leadership and members to educate, inform, and provide both positive and constructive feedback to each group

SKILLS

Adobe InDesign ♦ Photoshop ♦ Illustrator ♦ Spanish (Fluent)

Sample Student

111 Tiger Road • Columbia, MO 65203 • 555.654.0000
samplestudent@mail.missouri.edu • www.linkedin.com/in/mizzoustudent
www.blogspot.amnestyinternationaltravlr.com

Education

Bachelor of Arts in International Studies

Emphasis: Latin American Studies

University of Missouri, Columbia, MO

August 20__ – Present

Expected Graduation: May 20__

GPA: 3.50/4.00

Study Abroad: Spanish Language & Peruvian Culture

Cusco, Peru

Summer 20__

Experience

Tutor

Central High School

January 20__ – Present

Columbia, MO

- Guided five international exchange students in their high-need subjects, including English and math
- Explained and articulated unclear material in multiple ways so students could gain understanding
- Recognized and appreciated cultural differences by learning from students' experiences abroad

Volunteer Patient Translator

Middle Hospital

June 20__ – July 20__

Stone Park, IL

- Conducted Spanish translating to inform physicians and nurses of patient ailments and concerns
- Displayed awareness of patient confidentiality by completing and enacting HIPA training
- Increased time of quality patient interactions with doctors and demonstrated adaptability

Retail Sales Associate

Gap

September 20__ – May 20__

Columbia, MO

- Engaged with customers, colleagues to provide a welcoming shopping experience 20 hours/week
- Displayed excellent communication skills through positive interactions, service, and supervision
- Operated cash register and displayed precision and integrity through accurate business transactions

Activities/Honors

Mizzou Amnesty International

August 20__ – Present

- Participate in 2 yearly service and advocacy projects, attend bi-weekly meetings, and write blog

Alternative Spring Break, Jaibon, Dominican Republic

March 20__

- Assisted needy community with painting exteriors, removing trash, and cleaning local orphanage

Club de Español

August 20__ – May 20__

- Engage in weekly language sessions to practice speaking Spanish with peers

Dean's List

Consecutive semesters since Fall 20__

Skills

Fluent in Spanish • Microsoft Office Applications • Social Media Apps (Facebook, Twitter & Tumblr)

SAMPLE STUDENT

111 Tiger Road, Columbia, Missouri 65203 555.654.0000
samplestudent@mail.missouri.edu www.linkedin.com/in/mizzoustudent

EDUCATION

Bachelor of Arts in Political Science

University of Missouri, Columbia, Missouri

Major GPA: 3.8/4.0

Expected Graduation Date: May 20__

POLITICAL EXPERIENCE

Campaign Fundraiser

May 20__ – Present

Senator Truman Tiger, Columbia, Missouri

- Used social skills to build relationships with community members and persuade them to support Senator Truman Tiger's campaign through a monetary investment
- Raised over \$2,000 in monetary donations through calling and visiting constituents
- Briefly and accurately explained Senator Truman Tiger's stances on key issues during the election year
- Aided in the organization of our largest fundraiser dinner, which raised over \$100,000

Member

August 20__ - Present

The Associated Students of the University of Missouri (ASUM), Columbia, Missouri

- Informed and assisted students in registering to vote and complete absentee ballots
- Organized a campus forum once a month to discuss key issues of students and decided which to take further action on, including presenting them to the state government
- Participated in ASUM's annual "Make a Stand Rally" where we voiced our concerns on issues with students in higher education, particularly discussing the University of Missouri's campus

EDUCATION EXPERIENCE

Tutor

June 20__ – July 20__

Columbia Ridge Middle School, Columbia, Missouri

- Met twice a week with three summer school students to tutor them in the subjects of history and reading, where students improved one letter grade on average
- Thoroughly explained big ideas and concepts in multiple ways so students could gain understanding of the subject
- Practiced patience and positively encouraged students in areas they struggled

ACCOMPLISHMENTS

- Dean's List, University of Missouri – Consecutive semesters since August 20__
- Fundraiser of the Month, Senator Truman Tiger – July 20__
- Tutor of the Month, Columbia Ridge Middle School – June 20__

SAMPLE STUDENT

Address:

111 Tiger Road
Columbia, Missouri 65203

Phone (cell):

555.654.0000

E-mail:

samplestudent@mail.missouri.edu

LinkedIn:

www.linkedin.com/in/mizzoustudent

VOLUNTEER EXPERIENCES & ACTIVITIES

- Sigma Chi Fraternity
August 20__ – Present
- Ronald McDonald House
February 20__
- Polar Bear Plunge
January 20__
- Adopt-a-Family
December 20__, 20__
- Boys & Girls Club of Missouri
October 20__, 20__

EDUCATION

Bachelor of Science in Psychology
Focus: Pre-Med
University of Missouri, Columbia, Missouri
GPA: 3.9/4.0
Expected graduation: May 20__

EXPERIENCE

Member

The Honors College Pre-Med Scholars Program

August 20__ - Present

- Shadowed doctors in numerous specialties, including internal medicine, family medicine, and orthopedics, in both the University Hospital and private hospitals in Columbia
- Attended relevant discussions on preparation for medical school and issues within the medical field and once a month

Chair

Greek Week Steering Committee – Blood Drive

March 20__ - April 20__

- Promoted Greek unity by leading the organization of the annual blood drive with the Red Cross and advertising it to MU's student body
- Collected a record number of 2,000 units of blood in three days
- Organized and led weekly meetings as a liaison for the Blood Drive subcommittee

Seasonal Retail Assistant

University of Missouri Bookstore

December 20__ - February 20__

- Assisted students in returning their semester books during the book buyback program by providing a friendly experience and accurately refunding money
- Organized and separated hundreds of books that were going to be used again and those that would be stocked in reserves
- Efficiently entered books into database and re-shelved them by program and class for the spring semester

SAMPLE STUDENT

555.654.0000

111 Tiger Road, Apartment #346

Columbia, Missouri 65203

samplestudent@mail.missouri.edu

www.linkedin.com/in/mizzoustudent

Education

University of Missouri

Columbia, Missouri

Bachelor of Arts in Sociology

May 20__

Experience & Activities

Student-Athlete Advisory Committee (SAAC)

Columbia, Missouri

Soccer Representative

August 20__ – Present

- Met with other student-athlete representatives biweekly to discuss issues within the student-athlete community and beyond, and take action accordingly
- Helped organize and gain support for numerous volunteer events, such as visits to the University of Missouri Children's Hospital, donations for the local women's shelter, True North, and drives for the Reuse-a-Shoe program

University of Missouri Soccer

Columbia, Missouri

Member

August 20__ – Present

- Dedicated 25+ hours per week to practice, games, cross training, and individual sessions as a Division I student-athlete while also taking 15+ hours of classes each semester
- Worked to enhance opportunities on the field by both creating scoring opportunities and helping defend as a contributing center midfielder
- Effectively worked with teammates to compete successfully, including winning an SEC Championship in 20__ and playing in consecutive NCAA tournaments since 20__

University of Missouri Soccer Camp

Columbia, Missouri

Camp Counselor

June 20__

- Encouraged campers in the development of their soccer skills through drills and skill instruction
- Built positive relationships with and served as a role model for campers aged 13 to 18 through soccer, fun group team-building activities, and social time
- Supervised campers with fellow counselors as they stayed in the dorms overnight and attended to any problems or medical issues that arose

Skills

- Adobe Photoshop, Illustrator, InDesign
- WordPress, Basic HTML skills
- Bilingual (Somali/English)