

# Sample Student

111 Tiger Road Columbia, Missouri 65202  
samplestudent@mail.missouri.edu  
(314)555-3421  
*www.Linkedin.com/in/mizzoustudent*

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## Education

University of Missouri	Columbia, Missouri
Bachelor of Arts in Art History & Archaeology	GPA: 3.2/4.0
Minor in Business	Graduation Date: May 20__

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## Work Experience

June – August 20__	<i>Curatorial Assistant</i> <b>The Metropolitan Museum of Art</b> New York, New York
	<ul style="list-style-type: none"><li>• Planned and organized special events and exhibitions creating a dynamic learning environment and inspiring personal connections to art</li><li>• Organized database documentary information and assisted with creating PowerPoint and presentations for guests</li><li>• Conducted research and gathered data related to provenance, exhibition and publication history</li></ul>
July – August 20__	<i>Interior Design Intern</i> <b>PS Gallery</b> Columbia, Missouri
	<ul style="list-style-type: none"><li>• Assisted with project installations and showroom design to increase vendor communication</li><li>• Maintained client files and communicated with contractors to obtain new paintings for potential new sales</li><li>• Developed perspective material boards and photo samples to be used in building a solid brand identity</li></ul>
August – June 20__	<i>Manager Assistant</i> <b>Buckingham's Smokehouse</b> Columbia, Missouri
	<ul style="list-style-type: none"><li>• Fashioned marketing materials and executed marketing strategies increasing customers by 10 %</li><li>• Designed staff uniforms and improved interior designs of the store enhancing customer experiences</li></ul>

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## Activities

August 20__ – Present	<i>Club Secretary</i> <b>University of Missouri Fencing Club</b> Columbia, Missouri
	<ul style="list-style-type: none"><li>• Established and published club magazines and club literature</li><li>• Kept record of committee reports, member information and minutes of all club meetings</li></ul>
August 20__ – May 20__	<i>Senator</i> <b>Missouri Students Association</b> Columbia, Missouri
	<ul style="list-style-type: none"><li>• Consulted with student clubs, assessed student body's interests and provided execution strategies for successful event planning</li></ul>

# Sample Student

201 Student Success Center • Columbia, Missouri, 65201  
(555) 555-3421 • [samplestudent@gmail.com](mailto:samplestudent@gmail.com) • [www.Linkedin.com/in/mizzoustudent](http://www.Linkedin.com/in/mizzoustudent)

## EDUCATION

**Bachelor of Arts in English**

*University of Missouri*

Minor: French

Expected Graduation Date: May 20\_\_

*Columbia, Missouri*

Cumulative GPA: 3.3/4.0

## WRITING EXPERIENCE

**The Maneater**, Columbia Missouri

May 20\_\_ - Present

**Senior Staff Writer**

- Interview students, community members and university officials to produce 2 news articles weekly.
- Edit articles submitted by other reporters to meet publishing requirements.
- Hold weekly meeting with 20 student staff to address important student events and student newspaper marketing strategies.

**Custom Resources Fundraising, LLC**, Columbia Missouri

May 20\_\_ - Present

**Researcher and Blogger**

- Develop and maintain plan for organization's internet presence, based on management priorities, policy directions, and goals.
- Research new story information and engage people connected to topics as they pertain to fundraising goal.
- Write 2-3 articles per week on local businesses, community members, and topics pertinent to readership area.

## CUSTOMER SERVICE EXPERIENCE

**Sprint**, Columbia Missouri

August 20\_\_ – May 20\_\_

**Store Assistant Manager**

- Evaluated competitors by visiting peer stores and creating reports with comprehensive information on style, quality, and prices of comparable merchandise.
- Attracted customers by originating display ideas, increasing sales by 5%.
- Promoted sales by demonstrating merchandise and products to customers.
- Generated marketing ideas with store manager each week and assisted implementing marketing campaigns in store.

**McDonald's**, Columbia Missouri

April 20\_\_ – August 20\_\_

**Crew Member**

- Provided excellent service and attended to customer's needs in a timely manner.
- Cooperated with crew members and store managers to maintain service in rush hours.
- Paid attention to details with integrity when preparing food for customers.

## ACTIVITIES

**Co-Founder**, Vegetarian Club

20\_\_ - 20\_\_

- Founded Vegetarian Club and composed club of 15 individuals who have similar interests surrounding vegetarian eating habits



# SAMPLE STUDENT

Graphic Designer

☎ 555-200-5000

✉ samplestudent@gmail.com

👉 samplestudent.com

## EDUCATION

### University of Missouri

*BFA - Graphic Design*  
Graduation Date: May 2019  
Overall GPA: 3.2

## INVOLVEMENT

### Central Missouri Food Bank

*Volunteer, 2017-2019*







### Tiger Artists

*Tutor, 2018-2019*

### AIGA

*Member, 2018-2019*

## SKILLS

Adobe Illustrator   
Adobe Photoshop   
Adobe InDesign   
Adobe Premier Pro   
Adobe AfterEffect   
Adobe Audition 

## DESIGN EXPERIENCE

### Columbia Daily Tribune | Columbia, Missouri

*Graphic Designer, August 2019- Present*

- Design information graphics to illustrate and effectively communicate data to newspaper and web readers.
- Cooperate with reporters, photographers, editors and layout designers to complete daily assignments in a deadline oriented environment.

### B The Collection | St. Louis, Missouri

*Graphic Design Intern, May 2019 - August 2019*

- Assisted with graphic design for marketing materials for online website and social media in the marketing team.
- Created social media content such as Facebook posts and blog posts to market products to targeted audience.
- Visited trade shows and virtual stores and generated design ideas and action plans to meet marketing initiatives for each store.

### Soccer Pro | Columbia, Missouri

*Web Designer, August 2018 - May 2019*

- Designed web presence including homepage graphics, web page headers, banners and advertisements to create company branding image.
- Worked as a team with people including major manufacturers' marketing teams (Nike, Adidas and Puma), printers, copywriters, bloggers, photographer and other designers.

# Sample Student

111 Student Success Avenue ✧ Columbia, Missouri 65201 ✧ studentsample@mail.missouri.edu ✧ 573-333-4455

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## EDUCATION

### **Bachelor of Arts in Music**

Graduation: May 20\_\_

*University of Missouri, Columbia, Missouri*

## MUSICAL EXPERIENCE

### **Missouri String Project Instructor**

August 20\_\_-Present

*University of Missouri School of Music, Columbia, Missouri*

- Instructed weekly lessons of 10-30 third-grade students on beginning stringed instrument techniques
- Coordinated and conducted one recital per semester to showcase the skills of the students

### **Cellist/Founding Member**

October 20\_\_-Present

*Ellie Come Home, Columbia, Missouri*

- Booked and played gigs as member of quartet throughout Missouri for weddings, galas, and concerts
- Performed original compositions as well as a classical repertoire of music

### **Secretary/Cellist**

September 20\_\_-May 20\_\_

*University of Missouri Chamber Soloists, Columbia, Missouri*

- Created recital programs, developed promotional materials, and maintained membership records
- Performed in recitals and helped lead twice weekly rehearsals

### **Cellist, "Into the Woods"**

July 20\_\_

*University of Missouri Department of Theater, Columbia, Missouri*

- Played with the orchestral ensemble during six live productions of the musical
- Attended practices with actors and all dress rehearsals to enhance the quality of the production

## ADDITIONAL EXPERIENCE

### **President**

August 20\_\_-Present

*Mu Upsilon Sigma International Music Fraternity-Delta Zeta Chapter, Columbia, Missouri*

- Presided over weekly meetings as well as organized monthly recitals and social events
- Maintained relationship with national headquarters as a campus representative
- Oversaw creation and induction of a new chapter at Lincoln University in Jefferson City, Missouri

### **Guest Service Team Leader**

July 20\_\_-Present

*Target Corporation, Columbia, Missouri*

- Led a team of up to 60 to encourage efficient and excellent service throughout the store
- Scheduled employees to maintain the necessary number of employees to best serve guests
- Utilized expert knowledge of systems and equipment including four specialized work centers
- Quickly made decisions, delegated responsibility, problem-solved, and multi-tasked

### **Radiology I Clerk**

June 20\_\_-August 20\_\_

*University Hospital and Clinics, Columbia, Missouri*

- Assisted physicians, patients, and other medical centers with transfer of radiology files
- Gained proficiency in the medical records filing system through extensive on the job training



## Sample J. Student

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

## Education

**Bachelor of Arts in Romance Languages**

**Emphasis: French**

**Minor in Film Studies**

*University of Missouri, May 20\_\_*

## Experience

### Hostess

*Addison's, Columbia Missouri*

October 20\_\_ – Present

- Provided excellent customer service by greeting customers and reliably taking seating requests
- Aided with large parties by setting up restaurant space accommodations and clearing tables, dishes, and utensils
- Accurately estimated dining times for guests and monitored the needs of customers as they remained in our wait area

### Volunteer

*True/False Film Festival, Columbia Missouri*

March 20\_\_

- Worked with a team of four to set up and prepare for screenings by setting up technical equipment and doing sound checks
- Assisted the volunteer coordinator in scheduling and making adjustments to placements of volunteers as necessary
- Aided visitors in locating venues and acted as a French translator/interpreter on numerous occasions

### Volunteer

*Komen Race for the Cure, St. Louis Missouri*

November 20\_\_

- Cheered on participants and handed out water cups as they passed our station

### Student Assistant

*University of Missouri International Center, Columbia Missouri*

August 20\_\_ – December 20\_\_

- Worked 20 hours weekly performing basic office duties, such as answering the phones, taking messages, greeting customers, responding to e-mails, making calendar adjustments and setting up various appointments
- Provided documents and information to students, staff, and faculty regarding studying abroad, legal questions and grants
- Practiced communication skills with students, faculty, and staff on campus, as well as the surrounding community, through frequent interactions in the office, via telephone, and in writing

## Skills & Interests

- French language: Proficient
- Final Cut Pro, Adobe Suite, Wordpress
- Film studies, research interest in foreign films
- Customer service and advocacy

# Sample Student

555-555-5555 samplestudent@gmail.com  
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## EDUCATION

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University of Missouri  
**Bachelor of Science** in *Textile & Apparel Management*  
Track: *Apparel Marketing & Merchandising*  
Minor: Business  
GPA: 3.7/4.0

Columbia, Missouri  
Expected- May 2022

## EXPERIENCE

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**Swank**  
*Sales Associate*

Columbia, Missouri  
August 2019-Present

- Designed and implemented creative displays based on color, apparel, and style trends
- Styled clients and suggested items to increase sales
- Assisted manager with store operations: received, priced, and placed merchandise on floor
- Selected by management to handle closing procedures

**Nordstrom**  
*Retail Management Intern*

Chicago, Illinois  
June 2019-August 2019

- Gained hands-on selling, customer service, and management experience by shadowing and assisting departmental manager to learn how to lead a team
- Built clientele by suggestive selling and informing clients of the latest fashion trends
- Maintained the atmosphere of the department through stocking, re-merchandising, creating visual displays, and assisting with floor sets
- Executed sales reports, analyzed data, set sales goals, and created plans on how to achieve goals

**Burberry**  
*Intern*

New York, New York  
June 2018-August 2018

- Checked in and organized fabric samples by color and style
- Recorded fabric samples into a spreadsheet that included when it was received, from where, and price
- Communicated with design and merchandising team when new samples arrived
- Attended meetings to understand more about the design and merchandising process of a luxury brand

## INVOLVEMENT

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**Association of Textile and Apparel Management**  
*Social Chair*

Columbia, Missouri  
August 2018- Present

- Networked with industry members to develop an itinerary for the annual 3 day networking trip
- Lead a group of 16 to Chicago, Illinois to meet with 4 fashion related businesses and hosted an alumni networking dinner
- Planned a trip for over 50 members to attend Kansas City Fashion Week fashion show

**Pi Beta Phi**  
*Member*

Columbia, Missouri  
August 2018- Present

- Participated in chapter philanthropy, weekly meeting, and homecoming activities

## SKILLS

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Moderate knowledge of Adobe Photoshop, Illustrator, and In-Design  
Moderate knowledge of Microsoft Office, PowerPoint, and Excel (PivotTable and VLOOKUP)

# SAMPLE STUDENT

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Address: 111 Tiger Road, Apartment 346, Columbia, Missouri 65203  
Cell Phone: 555.654.0232 E-mail: samplestudent@mail.missouri.edu

## EDUCATION

Bachelor of Arts in Theatre  
Emphasis: Design/Technical  
Major GPA: 3.09

August 20\_\_ – May 20\_\_

University of Missouri, Columbia, Missouri

## TECHNICAL AND DESIGN EXPERIENCE

Winged Man	University of Missouri	Scenic Designer	March 20__
Much Ado About Nothing	Lyceum Theater	Light Designer	May 20__
Ain't Misbehavin'	University of Missouri	Light Board Operator	October __
The Odd Couple	Loose Change Players	Design Assistant	April __

## RELATED EXPERIENCE

### Makeup Artist

January 20\_\_ – April 20\_\_

University of Missouri Theatre Program, Columbia, Missouri

- Acted as the secondary makeup artist and scene creator for the final 20\_\_ theatre production, which included having responsibility for the makeup of four actors and three set designs
- Took the initiative to begin preparing months in advance and participated in over three full-set pre-runs
- Achieved success by completing all makeup for actors on time and satisfactorily, and additionally earned the award for Best Undergraduate Makeup Artist of the Spring 20\_\_ Semester

## VOLUNTEER EXPERIENCE

### Volunteer Staff Member

August 20\_\_ – Present

University of Missouri LGBTQ Resource Center, Columbia, Missouri

- Acted as a resource and representative of the LGBTQ Resource Center for various events and presentations on campus
- Attended weekly staff meetings and worked with other staff members to plan engaging and educational programming for the year
- Completed various tasks and projects, including the design of various visual boards and announcement areas, as well as a new and welcoming front desk arrangement

### Mizzou Dance Marathon Participant

March 20\_\_

University of Missouri, Columbia, Missouri

- Raised over \$200 through fundraising, which was donated in support of programs like music therapy and the NICU TeleHealth Loving Care Program
- Danced for over 13 hours with other Dance Marathoners with the common goal of supporting the "For the Kids" initiative