

SAMPLE STUDENT

201 Student Success Center Columbia, Missouri 65201
samplestudent@mail.missouri.edu (555)-555-1234

EDUCATION

University of Missouri; GPA: 3.9/4.0 (Dean's List)

Bachelor of Science in Agricultural Education

Minor in Agricultural Economics

Anticipated Graduation Date: December 20__

EDUCATION AND PROMOTION EXPERIENCE

University of Missouri Extension, 4-H Outreach Intern Columbia, MO **20__-present**

- Create and implement social media marketing campaigns targeting Missouri 4-H members
- Coordinate communication and volunteer efforts for 25 Missouri 4-H state council members
- Develop and produce marketing materials for statewide 4-H events and promotions

Missouri Farm Bureau, Education Intern Jefferson City, MO **Summer 20__**

- Promoted agricultural education in collaboration with teachers, students, and agricultural leaders
- Developed agriculture in classroom posters and farm fact bookmarks
- Updated 55 Agricultural WebQuests for educators to use in their classroom.

Midwest Dairy Council, PR Intern Overland Park, KS **Summer 20__**

- Interviewed 25 dairy farm families and wrote articles for the *Midwest Dairy Update* magazine
- Produced 40+ blog posts and press releases covering various dairy topics promoting the industry
- Engaged consumers through #dairychat community on social media

KLRQ Radio, Reporter Cape Girardeau, MO **Summer 20__**

- Scheduled and conducted interviews with FFA members in the KLRQ listening area
- Organized and downloaded interview segments to be utilized on air

ADDITIONAL EXPERIENCE

Hy-Vee, Customer Service Associate Columbia, MO **20__-present**

- Provide quality customer experience by expediting grocery scanning and bagging process
- Facilitate positive shopper experience by interacting with customers and seeking answers to questions regarding products and services
- Maintain inventory records on 100+ products to ensure customer satisfaction

LEADERSHIP AND AWARDS

Agricultural Education Society, Student Mentor **May 20__-present**

- Supported and encouraged 2-3 younger students in the Ag Ed department to reach their full potential

Sigma Alpha Professional Sorority, Philanthropy Chair **June 20__-present**

- Organized Ag in the Classroom program for 60+ members in 20__

Dickinson Scholar **May 20__ - June 20__**

- Regularly represented college in professional manner to encourage students to get involved with school

Missouri FFA Association **May 20__-July 20__**

- *American FFA Degree*, 20__
- *Area 10 Vice-President*, 20__

Sample Student

201 Success Center Columbia, MO 65201

555-555-1234

samplestudent@mail.missouri.edu

www.linkedin.com/in/mizzoustudent

Education

University of Missouri

Bachelor of Science in Agribusiness Management

Expected Graduation Date:

May 20__

GPA 3.5/4.0

Lincoln University/Agriculture Study Abroad Program

Winter 20__

Studied production agriculture, including: dairy, sheep, forage, enology

Agriculture Experience

Decker Family Farms, Owner/Manager

20__-Present

Palmyra, Missouri

- Manage 100 registered Angus beef cattle and 80 acres of row crop production
- Market seedstock genetics to satisfied customers, 50% returning clients
- Achieved growth of operation through precise record keeping, careful planning and implementing genetic technology

Syngenta, Field Sales Intern

Summer 20__

St. Louis, Missouri

- Led market research project to determine customer satisfaction within corn varieties
- Communicated with growers and dealers to increase sales and customer satisfaction
- Addressed customer complaints with respect and established problem-solving skills
- Developed extensive knowledge of agronomy product and service options
- Leveraged grower relationships and helped sales team grow customer base by 20%

Hawthorn Bank, Ag Lending Intern

Summer 20__

Columbia, Missouri

- Implemented new customer satisfaction survey working with bank administration
- Handled customers' accounts with accuracy, confidentiality, and excellent service
- Closed out cash drawers after bank hours

Other Experience

Buck's Ice Cream, Sales Assistant

20__-Present

Columbia, Missouri

- Expedite customer orders with accuracy through quick action and attention to detail
- Train three to five new sales assistants each semester using strong communication skills

Leadership Activities

University of Missouri Agriculture Economics Club

20__-Present

- *President, 2014*
 - Grew chapter membership through collaboration with officer team
 - Lead efficient, productive meetings with careful pre-planning

University of Missouri CAFNR Student Council

20__-20__

- *Sophomore Class Representative*

Sample Student

111 Tiger Road • Columbia, Missouri 65203 • 555-654-0000 • samplestudent@mail.missouri.edu

EDUCATION:

University of Missouri

College of Agriculture, Food, & Natural Resources (CAFNR)

Bachelor of Science, Agricultural Systems Management

Minor in Agricultural Economics

Graduation Date: December 20__

STUDY ABROAD EXPERIENCE:

University of Bonn, Bonn, Germany

Summer 20__

- Toured many factories, castles, churches, and farms to gain a greater appreciation of the culture

Universidad de Costa Rica, San Jose, Costa Rica

Spring 20__

- Participated in various cultural and agricultural activities and enhanced Spanish language skills

EXPERIENCE:

Receiving Associate, Wal-Mart, Columbia, Missouri

January 20__ - May 20__

- Unloaded freight from semi-trucks
- Separated freight by department onto carts and stocked shelves

Research/Teacher Assistant, University of Missouri, Columbia, Missouri

August 20__ - January 20__

- Gathered field data for Case-IH planter research program
- Graded discussion board and helped managed the online course's website

Public Relations and Web Design Intern, Bangor Implement, Lenox, Iowa

Summers 20__ & 20__

- Prepared and worked Seed Day demonstration, Hay Clinic, Ag Management, Solutions Field Day, and John Deere Days customer appreciation
- Managed equipment lot, showroom, and grounds
- Redesigned website and updated equipment listings

Owner, Morrison Custom Square Baling, Grant City, Missouri

May 20__ - May 20__

- Contracted jobs, hired employees, and recruited sharecropping partners
- Developed local market for hay through advertising and word-of-mouth

ACTIVITIES:

Member, Quarter Scale Tractor Pulling Team

Sept. 20__ - May __

- Designed and fabricated a custom tractor for collegiate competitive meet
- Created team website for the web design competition

Member, Agricultural Systems Management Club

Sept. 20__ - May __

- Participated in lawnmower clinic fundraiser
- Attended CAFNR Week activities
- Toured agricultural manufacturing facilities to gain greater knowledge of the industry

Student Sample

1522 Tiger Ave. Columbia, Missouri 65203
(555) 555-5555 studentsample@gmail.com

Education

University of Missouri

Bachelor of Science in Animal Sciences (with Honors)

December 20__

- Concentration in Production, Nutrition and Physiology
- GPA: 3.58/ 4.00 (Dean's List all semesters)

Relevant Experience

Attendant Ward, Midtown Veterinary Hospital, Columbia, Missouri

August 20__-December 20__

- Cleaned cages and kennels, walked dogs, fed and watered all animals, and distributed medications
- Noted any problems or issues to doctors and assisted doctors and doctor's assistants when needed

Student Volunteer, Columbia Second Chance, Columbia, Missouri

January 20__-January 20__

- Conducted general care of animals—walked dogs, assisted animals in social play, and cleaned holding areas
- Monitored animal behavior and recorded information in site database
- Educated and assisted customers and potential adopters

Additional Work Experience

Recess Supervisor, Rock Bridge Elementary School, Columbia, Missouri

June 20__-August 20__

- Supervised 75-100 children at a time during recess, resolving conflicts and answering questions
- Escorted children to Office, Nurse's Office, bathroom, and other school locations

Student Tutor, Rock Bridge Elementary School, Columbia, Missouri

January 20__-Present

- Worked one-on-one with students and in groups, aiding them with reading and math lessons
- Monitored children in class, offering assistance and answering questions
- Assisted teacher by providing individual attention to students

Clerical Assistant, MU Statistics Department, Columbia, Missouri

September 20__-December 20__

- Assisted faculty by distributing mail, making/distributing copies, and other tasks as requested

Kitchen Staff, Cecil Whitakers Pizzeria, Fenton, Missouri

May 20__-August 20__

- Made pizzas and other food items, restocked ingredients, cleaned work area, and washed dishes

Dishwasher/Server, Lakeview Park Retirement Home, Fenton, Missouri

April 20__-July 20__

- Served meals and set up dining room
- Cleaned kitchen area and washed dishes

Honors, Activities, and Volunteer Work

- Excellence Award Scholarship all semesters
- Pre-Vet Club
- Volunteer, Head Start, Columbia, Missouri

August 20__-Present

January 20__-May 20__

Sample Student

201 Student Success Center, Columbia, MO 65201

(555) 555-3727 • samplestudent@mail.missouri.edu

Education

Bachelor of Science in Biochemistry

University of Missouri

GPA: 3.7/4.0

Expected Graduation Date: May 20__

Professional Experience

University of Missouri; Columbia, MO

October 20__ – Present

Lab Research Assistant

Lab focuses on understanding how specific proteins function in regulated transcription.

- Perform PCR and transcription to obtain RNA aptamers
- Execute primer extension assays to determine the extent of reverse transcriptase inhibition
- Prepare and analyze polyacrylamide gels to visualize the products of transcription and primer extension assays
- Compile, process and analyze research records and results for senior researcher
- Follow established protocols to ensure research accuracy and train new undergraduate assistants

Centerpoint Medical Center; Columbia, MO

May 20__ – August 20__

Lab Technician Assistant

- Performed pre-analytic testing responsibilities including clerical duties, data-entry, specimen collection, and specimen processing
- Tested blood and body fluids as defined by CLIA 1988
- Maintained inventory of supplies and reagents

Integrity Home Care; Columbia, MO

January 20__ – May 20__

Personal Care Aid

- Interacted with three clients offering companionship and developing an understanding of the sociological effects of long-term illness
- Regularly cleaned clients' homes and managed personal needs
- Provided transportation of client to appointments and for errands

Truman Medical Center- Lakewood; Kansas City, MO

December 20__

Job Shadow

- Witnessed verification of dual identifiers, confirmation of correct operative site and assessment of patient in preparation for surgery
- Viewed rotator cuff repair in the operating room and observed duties throughout surgery
- Understood assessment of airways, vital signs, pain level and administration of drugs after surgery as part of patient care

Activities and Honors

Student Health Advisory Council

Biochemistry Club; *Professional Development Committee*

Ronald McDonald House- Meal Provider

MU Curators Scholar Award

MU Chancellors Award

February 20__ - Present

September 20__ - Present

September 20__ – Present

August 20__

August 20__

SAMPLE STUDENT

555 Success Center Columbia, Missouri 65201 | 582-127-2496 | samplestudent@mail.missouri.edu

EDUCATION

University of Missouri

Bachelor of Science in Food Science and Nutrition

Minors in Business & Chemistry

Dean's List 20_-20_

Expected Graduation: **May 20_**

GPA: 3.0/4.0

Ecole d'Ingénieurs de Purpan

French Study Abroad Program featuring viticulture & food processing

- Completed a three week internship at a French vineyard and wine press
- Established the ability to speak conversational French language

Summer 20_

PROFESSIONAL EXPERIENCE

Dannon Foods, Quality Assurance Intern

- Observed manufacturing of yogurt and learned numerous safety/quality tests
- Recommended changes to supervisor; increased testing efficiencies by five percent
- Independently tested for yogurt quality and flavor at least twice a week

Summer 20_

University of Missouri Food Science Department; Student Research Assistant

- Collect and evaluate protein levels in ground beef samples
- Compose accurate lab records to assist research team in analysis of samples
- Maintain clean workspace in the lab to ensure research protocols are followed

20_ - present

University Club, Dining Room and Banquet Server

- Served groups of two to ten guests in the dining room and groups of 20-200 guests during banquets
- Assisted cooks in basic food prep during dining room service
- Suggested creative food concepts to executive chef during menu redesign project

20_ -20_

ACTIVITIES

Food Science Association

- Serve and sell Buck's Ice Cream during each home Mizzou football game

20_ – present

Product Development Team

- Collaborated with team of four peers to develop new ice cream novelty treat
- Facilitated product development from initial concept through production
- Present product at national competition, earning third place

Fall 20_

Phi Mu Sorority

- Philanthropy Chair (20_): coordinate pancake breakfast raising \$4,000 benefitting the mid-Missouri March of Dimes chapter

20_-present

Sample Student

111 Tiger Road, Columbia, Missouri

555-654-0000

samplestudent@mail.missouri.edu

www.linkedin.com/in/mizzoustudent/

Education

Bachelor of Science in Hospitality Management

Minor: Business

University of Missouri

Anticipated Graduation Date:

May 20__

Event Planning Experience

G.O.O.D Music Showcase, Neoclef.com

Columbia, Missouri

November 20__ & December 20__

- Networked with music artists from areas such as Saint Louis, Chicago, and Kansas City
- Built relationships with local businesses to house the music showcase
- Promoted the music showcase to college students throughout Missouri and Illinois
- Organized show by setting up specific time slots for each artist to perform

Work Experience

Career Specialist, [University of Missouri Career Center](#)

Columbia, Missouri

January 20__ -Present

- Completed 100+ hours of paraprofessional training including customer service and career services
- Aided students with their own career exploration; assisted with resume writing, provided self-assessments, and helped students explore major and career possibilities
- Prepared marketing techniques to expand career center audience through a monthly newsletter

Student Assistant, [University of Missouri Career Center](#)

Columbia, Missouri,

September 20__ -January 20__

- Collaborated with Career Specialists on various projects throughout the center
- Answered telephones and also questions regarding Career Center services
- Helped customers check-in for appointments and for walk-in help with resumes, career counseling, self-assessments, etc.

Cashier, [Ammighetti's Café](#)

Hazelwood, Missouri

January 20__ -August 20__

- Enhanced management skills by supervising 2-3 prep cooks daily
- Communicated with customers either by phone or in person to ensure a positive dining experience
- Reconciled financial report and calculated daily earnings
- Helped customers with any problems with food or merchandise
- Managed cash register including depositing daily earnings in the safe

Honors & Activities

General Body Member, Black Business Students Association (BBSA)

September 20__ -Present

Mentor, Freshman Action Team (F.A.T.)

August 20__ -Present

Member, Staff Development Team, University of Missouri Career Center

October 20__ -Present

Scholarship Recipient, Academic Retention Services, Diversity Award,

August 20__ -Present

Scholarship Recipient, Trulaske College of Business, Vasey Academy

August 20__ -Present

Sample Student

111 Tiger Road Columbia, Missouri 65203
(555) 654-0000 samplestudent@mail.missouri.edu

Education

Bachelor of Science in Natural Resource Science and Management

University of Missouri

Anticipated Graduation Date:

May 20__

Cumulative GPA: 3.72/4.00

Work Experience

Park Assistant, City of Columbia Parks and Recreation,

Columbia, Missouri

September 20__ – Present

- Planted and removed trees in parks and downtown areas
- Aided in trail creation and maintenance
- Operated skid loader, tractor, and single-axle dump truck

Forestry Summer Intern, Gentry Corporation,

Dierks, Arkansas

June 20__ – August 20__

- Located and inspected bridges on company-owned logging roads
- Toured facilities to understand the pine plantation process

GIS Technician, University of Missouri Quantitative Silviculture Lab,

Columbia, Missouri

January 20__ – May 20__

- Created and manipulated geographic forestry data sets
- Created and analyzed geodatabases

GIS Technician, Missouri Department of Conservation,

Jefferson City, Missouri

April 20__ – January 20__

- Created and maintained statewide geographic data
- Collaborated with foresters around Missouri

Forestry Resource Aide, Missouri Department of Conservation,

Branson, Missouri

October 20__ – April 20__ (during school breaks)

- Assisted in writing forest management plans
- Performed inventories of state and private forest land
- Diagnosed trees with insect and disease problems

Honors & Activities

Dean's List (seven out of seven semesters)

University Curator's Scholarship

Elizabeth H. Schell Scholarship

Forestry Club

Society of American Foresters

Chi Alpha Campus Ministry

Sample Student

(555) 555-3214 samplestudent@gmail.com

EDUCATION

University of Missouri; Columbia, Missouri

Graduation Date: December 20__

Bachelor of Science in Nutritional Exercise and Physiology

Emphasis: Nutritional Sciences

PROFESSIONAL EXPERIENCE

Gold's Gym Fitness Center

June 20__-Present

Front Desk Receptionist

Columbia, Missouri

- Checked-in guests in friendly manner, answered any questions, and made them feel welcome and informed
- Sold new, premium memberships to prospective clients and informed them of benefits
- Managed accounts and balances with members in person and over the phone

Abbie Lee's Dance Academy

August 20__-Present

Substitute Instructor/Secretary

Ashland, Missouri

- Established new accounts and enrolled new students in 12 weekly classes, serving ages 4-14
- Designed and planned logistics of annual recital itinerary; contributed creative ideas to thematic aspects and created a weekly checklist leading up to event
- Taught youth ballet and modern classes when needed, created curriculum and interacted positively with students ages 6-8
- Cut and edited music tracks for upcoming performances

Douglass Park Municipal Pool

July 20__-August 20__

Lifeguard/ Swim Lesson Instructor

Ferguson, Missouri

- Monitored members in pool and surrounding areas, ensuring water safety and behavioral guidelines of up to 200 pool patrons each day
- Taught 20-25 grade-middle school-aged children basic swimming techniques in twice weekly, 1 hour classes
- Regularly communicated on paper and in person with parents and superiors on children's progress

ACTIVITIES

Wellness Resource Center

August 20__-Present

Peer Educator

- Provided wellness-related presentations (30-50 minutes) to groups of 10-50 students on campus, educating them on topics such as responsible drinking and mental health awareness

Nutrition and Wellness Association

October 20__-Present

Active Member

- Attended meetings and engaged in professional development activities to increase awareness of industry

MU Competitive Dance Team

January 20__-Present

Active Member; Choreographer

- Practiced twice weekly and performed once monthly new and entertaining dance routines

111 Tiger Lane
Columbia, Missouri 65201

sss555@mail.missouri.edu
linkedin.com/in/samplestudent

Sample Student

EDUCATION

University of Missouri

Bachelor of Science in Parks, Recreation and Sport

- Emphasis in Leisure Service Management
- Minor in Psychology

Graduation Date: May 20__

Cumulative GPA: 3.25/4.00

SPORTS INFORMATION EXPERIENCE

Sports Information Student Director

University of Missouri

August 20__–August 20__

- Served as the Sports Information Director for the men's and women's swimming and diving teams during 20__-20__ season
- Created a media guide, developed meet program and press release publications, updated web site, and official game/event scoring

**Missouri Men's and Women's Swimming and Diving Guide* was rated among the Top 40 guides in the country by the College Sports Information Director's of America (CoSIDA).

Sports Information Student Assistant/Intern

University of Missouri

August 20__–August 20__

- Aided in event operations for Missouri football, men's and women's basketball, volleyball, gymnastics, softball, baseball and women's soccer
- Acted as the official scorer at home for Missouri soccer games and women's gymnastics meets
- Assisted with special events such as:
 - 20__ NCAA Wrestling National Championships, 20__ SEC Outdoor Track and Field Championships, 20__ NCAA Volleyball First & Second Rounds, 20__ SEC Men's Basketball Tournament, 20__ NCAA Soccer First & Second Rounds and 20__ NCAA South Central Regional competitions, and the 20__ SEC Wrestling and Women's Gymnastics Championships

LEADERSHIP EXPERIENCE

Social Media Coordinator, VolleyZou

August 20__ - Present

Member, Missouri Student Athletic Board

August 20__ - Present

Treasurer, Missouri Student Athletic Board

August 20__ - August 20__

Sample Student

samplestudent@gmail.com (555) 555-1234 345 Jesse Hall Road; Columbia, Missouri

Education

Bachelor of Science in Personal Financial Planning

Minor in Entrepreneurship

University of Missouri - Columbia, Missouri

Currently pursuing Certified Financial Planner designation

Graduation: May 20__

GPA: 3.2/4.0

Experience

Customer Service Representative

Commerce Bank; Columbia, Missouri

May 20__ - Present

- Provide accurate and professional service to customers, following all bank protocol while interacting with customers warmly and efficiently
- Research and resolve customer problems, acting as the customer liaison between other bank departments when necessary
- Assist customers with routine account-related requests such as: funds transfers, automatic funds transfers (AFTs), stop payments, inquiries about checking and savings accounts transactions, and more

Sales Associate

Macy's Department Store; Columbia, Missouri

August 20__ - July 20__

- Personally assisted customers with shopping requests, proactively approaching customers to see if assistance is needed, and guiding customers to requested items/areas
- Followed all closing procedures including counting down and closing out register each evening, checking inventory, and creating clean work space for all peers
- Maintained stock in inventory and helped with bi-monthly inventory tracking

Drive-thru Worker

Andy's Frozen Custard; Columbia, Missouri

May 20__ - July 20__

- Accurately provided customers with frozen custard orders
- Worked with only two other employees; responded positively to high volume times
- Provided polite, efficient service to all customers

Activities

Member

Collaboration, Leadership, Innovation for Missouri Business (CLIMB)

November 20__ - Present

- Work to promote and facilitate the exchange of entrepreneurial idea
- Collaborate with local business to find better ways to promote their line of work
- Ensure that small businesses and start-ups secure promising investment opportunities
- Participate in various grant competitions, vying for contributions in the \$2,500-\$7,000 range

Treasurer

OFFICIAL Dance Crew

September 20__ - Present

- Assisted with fundraising and allocation to utilize funds in best was possible
- Revised team travel budgets for various out-of-state conferences and dance intensives
- Performed at multiple on-campus locations

Sample Student

111 Tiger Road
Columbia, Missouri 65203
555-654-0000 samplestudent@mail.missouri.edu

Education

Bachelor of Science in Plant Sciences

Graduation Date: May 20__

University of Missouri

- Emphasis in Plant Breeding & Genetics
- Extensive course/lab work in soils, chemistry, and biochemistry
- Cumulative GPA: 3.12/4.00

Relevant Experience

Lab Assistant

September 20__ - Present

University of Missouri: Soil Characterization Lab

Columbia, Missouri

- Prepared soil samples for chemical and physical analysis
- Prepped equipment and solutions used in soil analysis
- Recorded and entered data, ran tests, and cleaned equipment

Agronomy Club

August 20__ - Present

University of Missouri

- Fundraised by raising sweet corn and sunflower seeds for sale
- Helped with State FFA Agronomy contest

Research Assistant

May 20__ - August 20__

University of Missouri: Bradford Research Farm

- Worked with Weed Science faculty on experimental plots
- Identified weeds and assessed pest damage in corn, soybeans, pasture, and alfalfa
- Prepped solutions and sprayed pesticides on experiment plots
- Took qualitative and quantitative measurements on crops and weeds
- Recorded and entered field data

Greenhouse Attendant

January 20__ - April 20__

Home Depot

Columbia, Missouri

- Maintained health of both indoor and outdoor plants
- Assisted customers with plant care needs including nutrient and pesticide recommendations
- Sold plants, landscaping materials, and plant accessories

Relevant Background

- Weed, seed, and plant identification
- Proficient in all Microsoft Office programs, Adobe Photoshop, and Adobe PageMaker/In Design