

Sample Student

11 University Avenue ♦ Apartment 14 ♦ Columbia, MO 65201
Cell: (816) 555-4444 ♦ studentsample@mail.missouri.edu

COMPETENCIES

Communication Skills

- ♦ Advocated health information through presentations to as many as fifty college students
- ♦ Mentored campus and community members on career-related decisions through personal conversation and written assessments
- ♦ Expressed advice through a health and relationships column to patrons of a weekly student newspaper

Interpersonal Skills

- ♦ Volunteered with various organizations and served many diverse groups of people
- ♦ Greeted and assisted customers on a timely and courteous manner
- ♦ Collaborated with a team of paraprofessionals and professionals to effectively provide career guidance to clients

Creative Skills

- ♦ Developed and coordinated fundraising events to benefit a non-profit organization
- ♦ Created and organized programs to encourage healthy decisions among college students
- ♦ Designed advertisements with the use of desktop publishing programs to promote the use of campus career services

EDUCATION

Bachelor of Science in Biology

University of Missouri, Columbia, MO
Anticipated Graduation Date: May 20__
Cumulative GPA: 3.46

CUSTOMER SERVICE AND SALES EXPERIENCE

Career Specialist, *University of Missouri Career Center*
Columbia, Missouri, January 20__ - Present

Sales Associate, *The Mizzou Store*
Columbia, Missouri, October 20__ – January 20__

Customer Relations Intern, *Fortis Benefits*
Kansas City, Missouri, May 20__ – August 20__

VOLUNTEER EXPERIENCE

Peer Health Educator, *Sexual Health Advocate Peer Education (SHAPE)*, August 20__ – present

Volunteer, *Alpha Phi Omega Service Fraternity*, February 20__ – May 20__

HONORS

Missouri Bright Flight Scholarship
Robert C. Byrd Honors Scholarship
American Royal Scholarship

Social Chair, Alpha Phi Omega, 20__
Peer of the Month, S.H.A.P.E.
Employee of the Month, The Mizzou Store