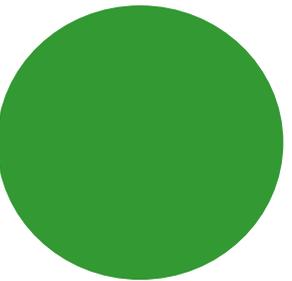
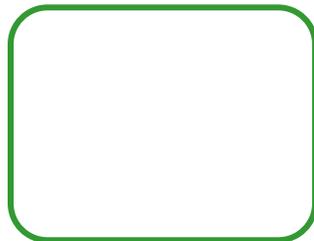
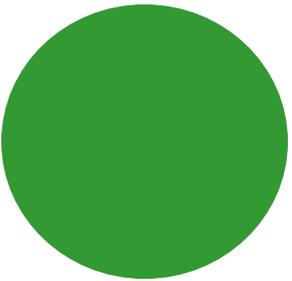
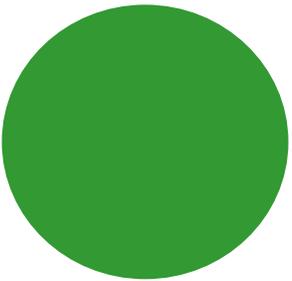
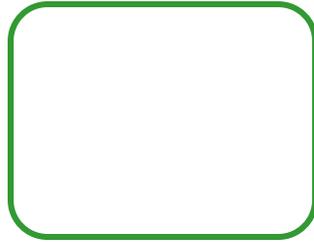
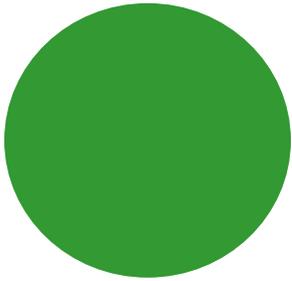


The Resume



Your header should be the same on your resume, cover letter & references

Name: larger font & bold
Remaining document: 11-12 pt. font
(Arial, Verdana, Times New Roman, etc.)

Will Succeed

(716) 123-4567 • will.succeed@daemen.edu

EDUCATION

Bachelor of Arts in Political Science Expected: May 20
Minor: +PLUS Local Community Development
Daemen 8 Q L Y H U V L W
GPA: 3.6, Dean's List Recipient

RELEVANT EXPERIENCE

United States Courthouse, Buffalo, NY 01/ esent
Intern, Curator's Office
x Attend legal briefings to record meeting notes and proceedings
x Provide guided courthouse tours to students, visitors and community

Daemen 8 Q L Y H U V L W \ Peer Disciplinary Review Board, Amherst, NY -05/
Student Member
x Reviewed student cases and suggest educational sanctions
x Collaborated with board members to determine residential standards

HONORS

Academic Service Learning Award Recipient May
Student Intern Award April 20
Finish Line Employee of the Month July

COLLEGE INVOLVEMENT

Pre-Law Association, Active Member Spring -Present
History and Political Science Club, Club Treasurer Fall 20 esent

COMMUNITY INVOLVEMENT

International Institute, Buffalo NY Spring
English Second Language Assistant Teacher
x Facilitate small group activities to promote English pronunciation
x Assist teacher to ensure students are on task and understand material

CERTIFICATIONS

American Red Cross – First Aid, CPR, and AED Certified & X U U H Q

WORK EXPERIENCE

Daemen 8 Q L Y H U V L W \ Research & Information Commons, Amherst, NY
Assistant Clerk Present
x Answer student inquiries & offered appropriate reference materials
x Assist with circulation desk and processed check-outs and returns

Finish Line, Elma, NY Seasonal, 20 -Present
Customer Service Representative
x Train new employees on store policies and procedures
x Assist in locating appropriate attire to meet customer needs