

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Admission to [name of university] as a member of the class of [expected graduation year]

Experience

Student Journalist - Company / Location

MONTH YEAR - Present

- Enrolled in the journalism class each semester to take part in helping to run the student-led campus newspaper.
- Worked with editors and other staff to brainstorm story ideas and attended regular class meetings to pitch a final story.
- Wrote stories assigned by the instructor or editor-in-chief, completing them before the deadline.
- Responded to edit requests, completing edits promptly and to the newspaper's standards.
- Helped distribute new editions of the paper across the campus and through online channels, including social media.

Student Library Assistant - Company / Location

MONTH YEAR – MONTH YEAR

- Helped the school librarian organize books as students return them to ensure they go to the correct shelf.
- Answered questions from other students who need help finding the books or materials they need.
- Worked the front desk, checking out materials to students and ensuring they have no fees or other issues on their accounts.
- Maintained a quiet workspace for the librarian, library assistants, and other students who needed to focus.
- Kept the library clean and free of trash and other debris, getting rid of such items throughout the day.

Project Experience

- Took part in regular speeches in a public speaking class, completing research on the topic beforehand.
- Auditioned for placement in the school band and practice for upcoming concerts and other performances.
- Completed a science project for the annual science fair, choosing a suitable topic and researching it.

Education

DEPARTMENT - North Central High School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - Oak Middle School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Project management
- Attention to detail
- Organization and cleanliness
- Social media communications
- Teamwork

Licenses & Accreditations

Licenses & Accreditations

- International Baccalaureate participant