

FULL NAME

street address | city, state, zip code | phone number | email address

PROFILE

Versatile, fast learner who loves challenge and adapts well to new situations; able to handle multiple assignments under high pressure while maintaining a positive attitude and commitment to quality work.

EDUCATION

Bachelor of Arts, History

Goshen College, Goshen, IN

April 20XX

Minors: Spanish; Peace and Justice Studies

GPA: 4.0

Study Service Term in Peru

Dates

Lima and Chincha Alta, Peru

- Lived abroad with host families for three months
- Studied the language, culture and history of Peru
- Improved Spanish knowledge and fluency through immersion
- Completed multiple service projects in association with local church

EXPERIENCE

Library Circulation Desk Clerk

Dates

Goshen College, Goshen, IN

- Assist library patrons with borrowing and returning of materials
- Greet and direct library patrons to appropriate departments
- Organize and shelve books according to the Library of Congress system

Financial Aid Assistant

Dates

Goshen College, Goshen, IN

- Courteously answered telephone calls and responded to email inquiries
- Interacted positively with campus employees, parents, and students
- Promptly entered time-sensitive, confidential information into database

Admissions Counselor Intern

Dates

Goshen College, Goshen, IN

- Established contact with and advised more than 200 prospective students
- Mentored students in on-campus summer academic programs
- Gave more than 20 tours of campus and answered visitor questions

LEADERSHIP

Student Senator

Dates

Goshen College, Goshen, IN

- Lead all-campus forums about student alcohol use and housing options
- Effectively represent class of 200 at weekly meetings
- Facilitate senate meetings and met regularly with administration and the college president to share and serve as an advocate for student concerns