

Your Name

yourname@udel.edu - 302.830.1111 - [YourLinkedInURL](#)

EDUCATION

University of Delaware

Newark, DE

Bachelor of Science

May 20XX

Major: Human Relations Administration

Minor: English

GPA: 3.2, Dean's List: Fall 20XX - Spring 20XX

Relevant Coursework: Organizational Behavior, Communication & Interpersonal Behavior, Labor Relations, Leadership & Teams, Ethics in the Workplace

EXPERIENCE

ABC FOOD COMPANY

Philadelphia, PA

HR Intern, Staffing Services

February 20XX-present

- Provide support to 12 staffing specialists within the Human Resource department of a Fortune 1000 consumer packaged goods company.
- Assist with the placement of internal job postings, review and sort resumes by position and/or location and distribute to appropriate team members.
- Research best practices for the placement of employment classified ads via the Internet, including social media platforms; search for qualified applicants and update job listings.
- Conduct prior employment reference checks for new hires and coordinate/track pre-employment drug testing.

Writing Center, University of Delaware

Newark, DE

Student Tutor

February 20XX-Present

- Assist students to develop and improve skills in pre-writing and proofreading personal essays and research papers.
- Conduct an IRB approved research project and paper on understanding the conflict a tutor faces within their academic role.
- Attend two monthly meetings regarding tutoring methods, techniques, and appointment troubleshooting.

Caesura Literary Magazine, University of Delaware

Newark, DE

Contributor/Member

September 20XX-May 20XX

- Created content for flyers and posters designed by advertising team for student managed literary magazine.
- Evaluated and edit poetry submissions with a co-editor.
- Published one short story and one photograph in the 20XX publication.

ADDITIONAL EXPERIENCE

Stonegates Retirement Community

Greenville, DE

Dining Waiter

(Seasonal) March 20XX-June 20XX

- Trained new servers and bussers on customer service skills and job tasks.
- Served nursing home residents food and drink orders based on dietary restrictions and preferences in fast -paced restaurant.
- Collaborated with serving and bussing teams to cater large holiday meals and special events for residents.

SKILLS

Software: Microsoft Office (Word, Excel, PowerPoint, Publisher), Google Docs, WordPress Social Media: Facebook, Twitter,

Instagram, Tumblr, Pinterest, Vine

Web Design: Wix & WordPress

Language: French - conversational

ACTIVITIES

Society for Human Resource Management

Newark, DE

Founding Member

August 20XX-Present

- Attend meetings which include guest speakers who share HR best practices, fundraising planning, and other general organizational topics.
- Assist in the active recruitment (via in-person and social media) of new members for the first SHRM chapter on campus.

Your Name

(860) 555-555 | yourname@udel.edu | [YourLinkedInURL](#)

Education:

University of Delaware
Bachelor of Science, Fashion Merchandising
Business Administration Minor, GPA: 3.34
Dean's List: Fall 20XX, Spring 20XX

Newark, DE
May 20XX

- Relevant Coursework: International Fashion Business, Fashion Sustainability, Textiles, Product Development, Organizational Behavior in Business, Introduction to Marketing

Experience:

Shop2Chic

Bloomfield, CT

Business Development Intern

May 20XX-August 20XX

- Developed strategic marketing and analytic plans for company executives that focused on market growth and development
- Conducted competitive marketing intelligence, generated reports on current market structures, and evaluated potential new market segments
- Organize and design social media campaigns on Facebook and Twitter and develop promotional strategies to bring awareness to the brand
- Assist in the pricing and loading of items onto the e-commerce site

Ribbons on the Runway

Newark, DE

Dresser

November 20XX

- Styled and assisted models backstage at an annual runway event in support of the breast cancer charity Sharsheret
- Kept the modes in line and made sure they entered the catwalk in a timely manner

UDel Fall Fashion Event

Newark, DE

Dresser

November 20XX

- Assembled outfits and dressed model for the UDress magazine's annual fashion show
- Facilitated inventory control to ensure that items were not lost or stolen

Activities and Awards:

UDress Magazine

Newark, DE

Philanthropy Team

September 20XX-Present

- Assist in the promotion of the UDress magazine through philanthropic events involving TOMS and the Dream Box Campaign

Public Relations Team

September 20XX-Present

- Promote the student run magazine through PR stunts throughout campus

Alpha Epsilon Phi Sorority

Newark, DE

Member

February 20XX-Present

- A social and service fraternity focused on building lifelong bonds with others while supporting the Sharsheret and the Elizabeth Glaser Pediatric AIDS Foundation

Fashion Merchandising Club

Newark, DE

Member

September 20XX-Present

- Supplies networking opportunities among peers who aspire to be in the fashion industry

National Society of Leadership

Newark, DE

Member

November 20XX-Present

- The nation's largest leadership honor society which aims to build leaders

Additional Skills:

Proficient in Microsoft Word, Excel (PivotTables, Nested IF, VLOOKUP, Charting, Sorting and Formatting), PowerPoint, Access, Word, and Polyvore

Your Name

555-555-5555 | yourname@udel.edu | [YourLinkedInURL](#)

EDUCATION

University of Delaware, Newark, DE
Bachelor of Science in Computer Science
Overall GPA: 3.14; Major GPA: 3.32

May 20XX

SKILLS

Languages: Java, C, C++, LISP, Matlab, HTML, Promela, MySQL
Operating Systems: Windows, Unix, MacOS, SUN Solaris, Ubuntu
Software: Eclipse, MS Office, Adobe Photoshop, Minitab, Spin, Visual Studio

RELATED EXPERIENCE

INRIX, New York City, NY

May 20XX - August 20XX

Mobile Development Intern

- Designed and developed an incident escalation service to manage and assign critical and non-critical client and server issues for the Mobile Team
- Researched, designed and developed a cross-platform SOK for Mobile services
- Designed and developed a gamification platform for the **INRIX** Traffic application
- Worked effectively in a deadline-driven environment

University of Delaware, Lerner College of Business & Economics, Newark, DE

August 20XX - May 20XX

TechDeck Support Member

- Managed Lerner College of Business main webpage
- Oversaw public computing lab procedures and provided client-facing IT support as needed

University of Delaware, Department of Computer & Information Sciences, Newark, DE

February 20XX - May 20XX

Lab Assistant (Intro to Computer Science I)

- Answered questions and aided teaching assistant in conducting introductory Computer Science labs

PROJECT EXPERIENCE

University of Delaware, Department of Computer & Information Sciences, Newark, DE

Fall 20XX

Android Molecular Compound DB App

- Developed SQLite-based Android app permitting users to edit, add or delete database elements
- Generated XML-based scalable GUI interface using custom Photoshop graphics

ATHLETICS & LEADERSHIP

UD NCAA Division I Football Team, Newark, DE

August 20XX - Present

Varsity Letterman and Member of Colonial Athletic League All Academic Team

- Amplify skills needed to work unselfishly and energetically amongst a group of diverse peers
- Serve as team's Student Athlete Representative voicing student-athlete concerns to the college wide board
- Improve time management skills by balancing a full course load with 25+ hours of weekly football activities

Linux Users Group (LUG), Newark, DE

January 20XX - Present

President

- Organize group meetings and outings available to both members and the general public
- Design events for the purpose of educating members as well as non-members of varying competency levels

Robotics Club, Newark, DE

August 20XX - December 20XX

Webmaster

- Engineered landing page that increased user traffic by more than 50%
- Update the registered student organization web site every week to ensure accurate information is available to the public
- Maintain accurate electronic list of members and advertised meetings as well as upcoming competitions

Your Name

Email Address (not hyperlinked) | (XXX) XXX-XXXX | LinkedIn.com/in/CUSTOMURL (not hyperlinked)

EDUCATION

University of Delaware

Newark, DE

Lerner College of Business & Economics

Month 20XX

Bachelor of Science, Major(s)

Minor: Your minor(s) if applicable

GPA: X.XX (do not list if below a 3.0; do not round up)

Dean's List: List Semesters and Years (ex. Fall 2023) (optional)

Relevant Coursework: Courses relevant to your industry/position of interest; write out full names, but do not include course #s

Study Abroad University/Program Title (optional)

City, Country

Focus of Program

Semester 20XX

EXPERIENCE

Company/Business/Organization

City, State

Position Title

Month 20XX - Present

- List experiences in reverse chronological order (most recent experiences on top and least recent on bottom)
- Explanation of duties, role in organization, describing the difference you made in the position
- Use action verbs at the beginning of each statement
- Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

Company/Business/Organization

City, State

Position Title

Month 20XX - Month 20XX

- Explanation of duties, role in organization, describing the difference you made in the position
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Company/Business/Organization

City, State

Position Title

Month 20XX - Month 20XX

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ACTIVITIES

Student Organization/Association/Team/Club

City, State

Position Title

Month 20XX - Month 20XX

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Student Organization/Association/Team/Club

City, State

Position Title

Month 20XX - Month 20XX

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- Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

SKILLS Only include technical skills, no soft skills (communication, teamwork, etc.)

- Computer: Proficient in Microsoft Office (List Programs), List other computer skills
- Languages: List language(s) and proficiency level (ex. Fluent in Spanish)