**First M. Last** www.linkedin.com/in/firstmlast

first.last@louisville.edu 1846 Stanley Hall, Louisville, KY 40208 502 - 555 - 1234

*Psychology major with exceptional interpersonal skills and in-depth knowledge in languages, business, and leadership works well in fast-paced environments and management settings.*

* Excellent communication skills developed through mentoring and presentation experience
* Demonstrates leadership skills by proactively assisting others and fulfilling responsibilities
* Proficient in Microsoft Word, Excel, and PowerPoint
* Fluent in written and spoken Spanish

**Education**

**Bachelor of Science in Psychology** May 20XX

*University of Louisville* Louisville, KY

* Minors in Business Administration and in Spanish
* 3.5/4.0 GPA

**Experience**

**Peer Career Advisor** Month20XX – Present

*Career Development Center, University of Louisville* Louisville, KY

* Advised students in creating and improving their resume writing and interview skills
* Resolved technical issues regarding online job search database used by Center
* Collaborated on a team with 4 other PCAs in marketing campaigns and presenting information to various classes

**Student Orientation Staff** Summers 20XX & 20XX

*Freshman Orientation, Office of Admissions, University of Louisville* Louisville, KY

* Facilitated multiple groups of about 25 first-year students through orientation
* Collaborated with a group of 10 student leaders to develop and revise orientation programs
* Prepared presentations using PowerPoint for future orientation sessions

**Sales Associate** Month 20XX – Month, 20XX

*Wal-Mart* Louisville, KY

* Trained 7 new employees on cashier duties and stocking procedures
* Provided customer service by assisting them with policy, service, and product information
* Resolved customer complaints by suggesting alternatives while maintaining positive and proactive attitude

**Campus Activities**

*Spanish Club* Month 20XX – Present

* Served as president (Fall 20XX) and led initiative to increase membership 55%

*Psi Chi International Honor Society in Psychology* Month20XX – Present

*Young Life College Fellowship*Month20XX – Present

*Huntseat Team at the University of Louisville* Month 20XX – Month 20XX

* Served as fundraising chair (Spring 20XX) to raise $5,000 for equipment and expenses

**Volunteer Activities**

Habitat for Humanity Campus Chapter – completed 3 build projects Month 20XX – Present

Norton Children’s Hospital Month 20XX – Present

Meals on Wheels Month 20XX – Month 20XX

American Red Cross Month 20XX – Month 20XX