

SAMPLE APPLICANT 1

123 MAIN STREET • CITY, STATE 01234

PHONE: (987) 654-3210 • E-MAIL: SAMPLE_APPLICANT1@GMAIL.COM

Education

UNDERGRADUATE UNIVERSITY, CITY, STATE, 2008–2012

- Expected Bachelor of Arts, 2010
- Major: Psychology; Minor: Computer Science
- GPA: 3.67

SEMESTER ABROAD UNIVERSITY, PARIS, FRANCE, Fall 2009

- Participated in semester-long study abroad, French language immersion program.

Extracurricular Experience

DANCE-A-THON, 24-HOUR DANCE MARATHON BENEFITING THE CHILDREN'S HOSPITAL, August 2008–Present

EXECUTIVE CHAIR OF PLANNING COMMITTEE (2009–Present)

- Oversee a team of 10 individuals in the coordination and planning of event and spearhead corporate sponsorship campaign. Raised total of \$34,437 (12% increase from previous year) with over 250 participants (5% increase from previous year).
- Elected to position by outgoing 10-person planning committee.

RECRUITMENT CHAIR (2008–2009)

- Developed a more efficient networking and contact system for event participants by creating a database of contacts for dancers, staff members, and performers. Led to a record-breaking 50 dancers (up from 40 the previous year).

THE UNIVERSITY NEWSPAPER, CITY, STATE, August 2009–Present

ALUMNI NEWS SECTION EDITOR (2009–Present)

- Manage team of five alumni news writers to ensure weekly writing targets achieved 100% on-time submission (up from 72% in years prior).
- Compose and edit 15-page section of magazine featuring alumni announcements and updates.
- Maintain database of alumni contact information and work to improve reader relations by responding to alumni concerns and complaints.
- Appointed to position by Editor-in-Chief.

ALUMNI NEWS WRITER (2009–2010)

- Wrote over 50 alumni profiles and special feature segments.

SAMPLE FRATERNITY, CITY, STATE, August 2008–May 2009

VICE PRESIDENT OF COMMUNICATIONS (2008–2009)

- Managed communication among 65 fraternity members through daily emails.
- Prepared and submitted monthly reports to the Office of Greek Life and fraternity officials.

Work Experience

UNIVERSITY CAREER CENTER, CITY, STATE, June 2010–Present

STUDENT ADVISOR

- Present workshops on resume writing, job and internship search strategies, interviewing, networking techniques, and graduate school preparation to undergraduate students in residence halls, clubs and organizations, classrooms, and at orientation programs.
- Improved campus marketing strategies of info sessions to increase average attendance from 12 people to 20.

UNIVERSITY COMMUNICATIONS OFFICE, CITY, STATE, August 2008–May 2010

COMMUNICATIONS INTERN

- Aided communications specialists and university spokespeople in organizing and promoting strategic planning and initiatives to ensure positive, accurate, and fair media coverage of the university.
- Tracked media inquiries and press releases to design annual data report for Vice President of Communications.

SAMPLE COMPANY, CITY, STATE, SUMMERS 2007 – 2009

WEB INTERN

- Researched and implemented SEO technologies to improve site searchability. Number of web hits increased 15% after first year of implementation.