

Jimmy Junior

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Formatting: Margins should be between .5-1” and font should be between 10-12 point.

Contact Information: Make sure your name is the most prominent piece of information on the document and that your e-mail address is professional. Add your LinkedIn public profile link.

EDUCATION

Saint Joseph’s University
Bachelor of Arts in English
GPA: 3.8/4.0

Philadelphia, PA
May 2022

Birkbeck College, University of London
Study Abroad

- Studied British Literature and Drama

London, England
January 2020-May 2020

Education: High school information should no longer be included. Spell out “Saint”; list your degree (“Bachelor” not “Bachelors”); Unsure of your degree? Check DegreeWorks. Include your graduation date vs. dates attended; highlight study abroad experiences. List GPA if above 3.0.

RELATED EXPERIENCE

Department of English, Saint Joseph's University
Summer Scholar

Philadelphia, PA
May 2020-Present

- Collaborate with a faculty member to write a creative adaptation of Virginia Woolf’s Mrs. Dalloway.
- Research modernism and apply core themes to issues facing contemporary college youth including: increasing independence and uncertainty of future.

Headings: Include organization name, location (city, state), your title, and dates. Use months and years for dates as opposed to semesters and make sure each section is in reverse chronological order by end date (work backwards with current positions at the top of each section). Be consistent with all spacing and formatting.

Saint Joseph's University Writing Center
Writing Fellow

Philadelphia, PA
October 2019-Present

- Consult with graduate and undergraduate students on writing projects; providing feedback on writing, addressing student concerns, and providing resources for reference.
- Compile handbook for writing across the curriculum, incorporating writing strategies for selected academic departments from the university resulting in consistent communication of information to students.

Achievement statements: follow this formula: strong action verb + task + result. Use present tense verbs for current experiences and past tense verbs for past experiences.

Collier’s Magazine
Intern

Berwyn, PA
September 2019-December 2019

- Contributed daily written content for online Editor’s blog; proofread and edited all online content.
- Researched and gathered author outreach information for potential articles in future issues.
- Created Twitter and Facebook updates and managed content through HootSuite platform resulting in a 50% increase in followers.

Quantify your responsibilities and accomplishments when possible.

LEADERSHIP EXPERIENCE

Student Union Board, Saint Joseph's University
President

Philadelphia, PA
January 2020-Present

- Elected President by 3800 undergraduate students.
- Provide the campus community with educational and social events.
- Preside over weekly board meetings and prepare annual reports.
- Oversee an annual budget consisting of \$150,000.

Vice-President

September 2019-December 2019

- Organized training programs for board committee chairpersons resulting in strong communication channels.
- Designed committee goals and served as liaison to other organizations on campus.

Sigma Tau Delta, International English Honor Society, Saint Joseph’s Chapter
President

Philadelphia, PA
December 2019-May 2020

ADDITIONAL EXPERIENCE

Collegeville Inn
Waiter

Collegeville, PA
June 2019-Present

- Provide customers with extraordinary service to ensure a pleasant dining experience.
- Complete nightly revenue reports and oversaw restaurant closing at the end of the day.

When describing your experiences, highlight your **transferable** skills vs. limiting content to the daily tasks you completed.

PUBLICATIONS

Crimson and Gray (2020); The Molotov Cocktail (2019); This Zine (2018); Four-Cornered Universe (2018)

Section headings should reflect the information in that section; tailor your sections to relate to the employer.