# **First Last Name**

555.555.5555 | [professional.email@mix.wvu.edu](mailto:professional.email@mix.wvu.edu) | City, State

LinkedIn URL (make sure your LinkedIn profile is updated if you include this)

# EDUCATION

**West Virginia University –** Morgantown, WV August 20XX

John Chambers College of Business and Economics GPA: X.XX

**Master of Science in Industrial Relations and Human Resources**

**Slippery Rock University –** Slippery Rock, PAMay 20XX

Bachelor of Science in Business Administration GPA: X.XX

Major: **Management (HR Emphasis) |** Minor: Leadership Studies

# INTERNSHIP EXPERIENCE

**Human Resources Intern** Month 20XX **–** Month 20XX

**Mon Health –** Fairmont, WV

* [Begin with an action verb; focus on your accomplishments/results/how you added value to the organization; ideally, three to five bullets under each job]
* Co-designed and distributed an employee engagement survey for 2,700 exempt and non-exempt employees
* Facilitated 15+ focus groups with production teams and engineering groups to obtain feedback on the survey itself as well as discuss the implications of the results
* Created presentations for leadership regarding topics such as telecommuting and attracting and retaining Gen Z talent, which resulted in three recommendations being adopted into practice

# WORK EXPERIENCE

**Career Development Graduate Assistant** Month 20XX **–** Present

**WVU Chambers College of Business and Economics –** Morgantown, WV

* [Begin with action verbs; focus on your accomplishments/results/how you added value to the organization]
* Create reports and slide decks depicting salary and placement data for all College programs, which enable College leadership to make data-driven decisions
* Coach 20 undergraduate and graduate students weekly on resumes, cover letters, and interview skills
* Design and deliver 35 class presentations per semester to create awareness of Center programs and services

**Server** Month 20XX **–** Month 20XX

**Oliverio’s Ristorante –** Morgantown, WV

* [Begin with action verbs; focus on your accomplishments/results/how you added value to the organization]
* Ensured crew members met product quality, service speed, cleanliness, and food safety standards
* Supported the General Manager by working with each department manager to set goals, follow up on progress, and provide coaching and guidance to areas for improvement

# LEADERSHIP AND CAMPUS ENGAGEMENT

**Treasurer** Month 20XX **–** Month 20XX

**Kappa Delta Sorority –** Morgantown, WV

* [Begin with action verb; focus on your accomplishments/results/how you exemplified leadership; 2 bullets]
* Lead executive board meetings to establish an annual budget for the academic school year

**Recruitment Chairman** Month 20XX **–** Month 20XX

**Delta Sigma Pi –** Morgantown, WV

* [Begin with action verb; focus on your accomplishments/results/how you exemplified leadership; 2 bullets]
* Created and executed a recruitment strategy that attracted 50 new members and had a retention rate of 90%