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NAME LASTNAME

City, State · Email Address · Phone Number

EDUCATION

American University, Washington, DC

Month Year

Degree, Major(s) and Minor(s)

Optional items: GPA (if 3.5/4.0 or higher), study abroad, relevant coursework, academic honors

High School, City, State

Month Year

Honors:

WORK EXPERIENCE

Title, Organization Name, Location

Month Year - Month Year

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferable skills
- Placeholder text
- Placeholder text

Title, Organization Name, Location

Month Year - Month Year

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferable skills
- Placeholder text
- Placeholder text

CAMPUS INVOLVEMENT

Title, Organization Name, Location

Month Year - Month Year

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferable skills
- Placeholder text
- Placeholder text

Title, Organization Name, Location

Month Year - Month Year

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferable skills
- Placeholder text
- Placeholder text

SKILLS

Technology: List software, social media tools, databases, statistical analysis tools, and other technical programs

- Placeholder text
- Placeholder text

Language: List language(s) and level(s) of proficiency

- Placeholder text
- Placeholder text

MONIQUE L. JAMES

Washington, DC | (202) 123-4567 | xx4483b@american.edu

EDUCATION

American University, School of Public Affairs (SPA), Washington, DC **May 2026**

Bachelor of Arts in Interdisciplinary Studies: Communications, Law, Economics and Government (CLEG)

Honors: GPA: 3.8/4.0, Dean's List (Fall 2020 and Spring 2021), Early Identification Program (intensive merit scholarship advising), SPA Leadership Program

Relevant Courses and Projects:

- Politics in the United States: Researched and wrote 20-page paper on "How the Federal Government Functions"
- Writing for Mass Communication: Interviewed three TV correspondents to write 500-word article for *The Eagle*, American University's weekly student newspaper with circulation of 8,000
- Introduction to Systems of Justice: Compared court systems in US and Canada, and created and delivered a 10-slide PowerPoint presentation to professor and class of 30 students

Natick High School, Natick, MA

June 2022

Honors: Graduated in top 5% of class, GPA: 3.9/4.0, Selected to be Salutatorian

WORK EXPERIENCE

Staff Assistant, **Center for Community Engagement and Service**, American University **September 2022 - Current**

- Maintain relationships with four local non-profits to arrange community service activities for 600 students
- Share local volunteer opportunities with more than 1,000 students, faculty, and staff via email and social media
- Support five full-time staff by managing office email, answering phones, and filing confidential student documents

Hostess and Server, **Boulangerie Brian**, Newton, MA

July 2022 - September 2022

- Collaborated with six colleagues in fast-paced environment to ensure accuracy and timeliness of orders
- Communicated effectively in English and French to a diverse group of customers and staff members
- Interacted with more than 50 customers and handled an average of \$850 nightly

Yearbook Editor, **The Elms**, **Natick High School**, Natick, MA

September 2020- May 2022

- Oversaw layout and production of all six sections of 200-page yearbook distributed to class of 500 students
- Selected and supervised staff of 15; wrote 21 articles for 5 sections, including Sports, Clubs, and Senior Profiles

CAMPUS INVOLVEMENT

Member, **Kennedy Political Union**, American University

January 2023- Current

- Promote annual political lecture series to more than 9,000 students using Facebook and Twitter
- Research potential guest speakers and collaborate with 12 other members to plan two events per semester

Member, **SPA Leadership Program**, American University

September 2022 - Current

- Selected to study and develop leadership skills through advanced practical training and by implementing social action projects in local areas of need
- Develop and hold sponsored awareness event on fighting poverty in DC for 150 attendees; invited five guest speakers, organized four vendors, and collaborated with seven off-campus organizations

Volunteer, **Students Fighting Homelessness and Hunger**, American University

September 2022 - May 2026

- Participated in community service activities, including volunteering weekly at DC area homeless shelters.
- Developed materials and delivered presentations to 20 student volunteers on working with community members.

SKILLS

Computer: Microsoft Word, Excel, and PowerPoint; Adobe Photoshop; Lexis-Nexis; JSTOR

Language: French - Limited working proficiency, Swahili - Elementary proficiency