

# FIRSTNAME LASTNAME

## Permanent

67-61 75th Street  
Anytown, NY 00000  
(555) 555-5555  
xxxxxxxxxx@aol.com

## Local

87 Washington Street  
Big Rapids, MI 49307  
(555) 555-5555  
xxxxxxx@xyz.edu

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## OBJECTIVE

To obtain the position of LMNOP at Some Organization utilizing excellent communication, organizational and leadership skills.

## EDUCATION

Ferris State University, Big Rapids, MI  
**Bachelor of Arts, Psychology**  
**Minor, Studio Art**  
GPA 3.5

May 2000

British American College of London, London, England  
Student during the semester of Spring 1999

## QUALIFICATIONS

- Exceptional written, verbal and interpersonal communication skills
- Professional background in dealing with a diverse public
- Proficient in utilizing Microsoft Word, Microsoft Access, and Netscape research, including PsychInfo
- Highly skilled in creating and maintaining databases that consist of 3525+ customers
- Adept in travel throughout Europe
- Fluent in French

## RELATED EXPERIENCE

Cityarts, Inc., New York, NY

Summer 1999

### Intern

- Successfully researched corporate and foundation funding sources, using resources at the Foundation Center
- Talent for drafting preliminary correspondence with possible philanthropists
- Adept in preparing grant applications and supporting materials
- Hands- on experience with fundraising events such as benefit auction
- Highly competent in providing general office support

## OTHER EXPERIENCE

America Reads Project, Hopedale, NY

Fall 1999

### Tutor

- Thoroughly familiar with assisting children ages 6-7 with the fundamentals of reading
- Effectively aided with capitalization, punctuation and printing
- Read stories aloud, entreating children to address content
- Helped with other activities, from math assignments to art projects
- Eased frustration by providing support and encouragement

Career Services, Hopedale, NY

1997-1999

**Office Assistant**

- Three years experience in gathering alumni career surveys and updated hundreds of data files utilizing Microsoft Access
- Outstanding skills in maintaining employer literature and credential, counseling and recruiting information files
- Effective in compiling materials needed for mailing of credential requests
- Performed various administrative duties

Museum of African Art, New York, NY

Summer 1999

**Artist Assistant**

- Possess ability to supervise young participants in painting workshop
- Strong interest in aiding children in the creative process by providing support with painting
- Proven skills in assisting the lead artist in all phases of project implementation, from hanging canvases to cleaning workspace

New York Public Interest Research Group, Flushing, NY

Fall 1995

**Volunteer**

- Strong ability to collaborate with others to rebuild a brownstone in Brooklyn under the auspices of Habitat for Humanity
- Demonstrated success in recruiting others to participate in NYPIRG meetings and events
- Highly competent in posting materials around the Queens College campus which advocated public awareness of issues

**HONORS AND ACTIVITIES**

**Recipient**, MEAP

**Recipient**, Residential Life Scholarship, Ferris State University

**Member**, Lamda Pi Eta, XYZ University, 1997 – Present

American Psychology Association, XYZ University, 1998 – Present

- **President**, 1999 – 2000
- **Vice President**, 1998 – 1999

**Volunteer**, Habitat for Humanity, Various Locations throughout New York, 1998 – 2000

**Volunteer**, Adopt-A-Highway, Hopedale, NY, 1999