

Your Name

4567 Sternberg Drive
Hays, KS 67601

785-628-1234
name@mail.fhsu.edu

EDUCATION

Bachelor of Science in Business Education, May 20XX

Concentration: **Corporate Communication**

Certificate: **Marketing**

Fort Hays State University, Hays, KS

GPA 3.41 on a 4.0 scale

INTERSHIP EXPERIENCE

Human Resource Intern, January 20XX – June 20XX

Flexsteel Industries, Inc., Edgerton, KS

- Facilitated employee recognition programs that increased employee morale by 10%
- Assisted with sourcing new employees through posting jobs and scheduling interviews
- Created promotional materials and managed social media outlets to assist in recruitment and retention initiatives
- Provided administrative support to ensure an engaged work environment for Flexsteel employees

WORK EXPERIENCE

GIS Digitizing Technician, July 20XX – Present

Farm Service Agency, USDA, Hays, KS

- Digitize projects using Arcview Computer Programming
- Assist scientists, technologists, and related professionals in building, maintaining, modifying, or using geographic information systems databases

Office Clerk, May 20XX – May 20XX

Field Abstract and Title, Hays, KS

- Prepared worksheets and title reports for clients
- Performed research for abstracts on land titles and typed report of findings
- Maintained professional communication with clients through telephone and email

Scale Room Technician, Summer 20XX

Cargill Ag Horizons, Stockton, KS

- Tested and sold grain during harvest season
- Entered data into Excel spreadsheets for record keeping purposes

HONORS AND ACTIVITIES

- Dean's Honor Roll
- Award of Excellence Scholarship
- Collegiate DECA
- FHSU Marching Tigers

Your Name

9032 South Springfield Way
Hays, KS 67601

785-628-4321
name@mail.fhsu.edu

EDUCATION

Bachelor of Science in Business Education, December 20XX

Concentration: **Training and Development**

Fort Hays State University, Hays, KS

GPA 3.4 on a 4.0 scale

Associate of Applied Science in Applied Technology, July 20XX

Fort Hays State University, Hays, KS

QUALIFICATIONS

- Computer experience with Microsoft Office; Desktop Publishing; QuickBooks, and Sage 50
- Excellent communication, problem solving, and time management skills

RELEVANT COURSEWORK

- Organizational Behavior
- Human Resource Management
- Management Principles
- Strategic Electronic Marketing

WORK EXPERIENCE

Customer Service Representative, December 20XX - Present

Nex-Tech Wireless, Hays, KS

- Assist customers with problems and troubleshooting their wireless phone service.
- Provide quality customer service while adhering to all store policies and procedures.

Receptionist/Human Resources Assistant, July 20XX - December 20XX

Nex-Tech Wireless, Hays, KS

- Greeted guests, answered questions, administered online exams.
- Field correspondence, typed purchase orders.
- Distributed bi-weekly paychecks.

Customer Service Representative, May 20XX - May 20XX

Eagle Communications, Hays, KS

- Assisted customers with cable difficulties and helped with billing issues.
- Responsible for correspondence with customers.

ORGANIZATIONS/ACTIVITIES

Alpha Kappa Psi President; Alpha Kappa Psi Vice President of Brotherhood; Tiger Pals; Collegiate DECA; Hays Med Volunteer; Tiger 5K Fun Run; Big Brothers Big Sisters; Salvation Army Bell Ringing

Your Name

101 Vine Street
Hays, KS 67601

(785) 123-4567
name@mail.fhsu.edu

Education: **Bachelor of Science in Business Education**, May 20XX
Concentration: **Business Teacher Licensure**
Certificate: **Leadership**
Fort Hays State University, Hays, KS
GPA: 3.5

Skills:

- Experienced in utilizing spreadsheets, databases, presentation software, and accounting software
- Excellent communication, teamwork, problem solving, and leadership skills

Teaching Experience: **Student Teacher**, January 20XX – Present
Southwest High, Smallville, KS

- Execute effective and efficient parent teacher communication structure.
- Assist Cooperating teacher in gathering resources as supplemental material to be used in conjunction with assigned texts to give students a richer experience.
- Provide lesson plans with practical experience, such as making budgets, maps, websites, and PowerPoint presentations.
- Lead class discussions on current events and further develop course material based on discussion and students' interests.

Other Experience: **Office Clerk**, September 20XX – December 20XX
City Clerk's Office, Hays, KS

- Developed an efficient invoice filing system that the entire department could use to keep track of current and archived invoices.
- Kept the departmental printers and copiers operating properly and alert management when repair was required.
- Answered the departmental phones and distributed messages to the appropriate personnel when required.
- Interacted with customers by phone and in person to provide quality, and efficient customer service.

Fitness Technician, September 20XX - October 20XX
Curves, Hays, KS

- Instructed and coached groups or individuals in exercise activities
- Demonstrated techniques and form, observed participants, and explained to them corrective measures necessary to improve their skills
- Created specialized work-out regimens for Curves members.

Honors/ Activities: Dean's Honor Roll
Collegiate DECA
Big Brothers Big Sisters

References: Available upon request