

Your Name

Hays, KS 67601 | name@gmail.com | (785) 628-4260

Education

Bachelor of Arts in English, May 20XX

Concentration: **Writing**

Minor: **History**

Fort Hays State University, Hays, KS

GPA: 3.75

Qualifications

- Experience in grant proposal writing
- Strong bibliographic/library research skills
- Skilled at building community support and partnerships
- Proficient in Microsoft Office and Adobe Photoshop

Experience

Staff Writer, January 20XX – Present

University Relations, Fort Hays State University, Hays, KS

- Create content and articles to contribute in the weekly campus publication.
- Conduct interviews of faculty, staff, students, and community members, to gather necessary information for stories.
- Assist in layout and production processes.

English Peer Tutor, August 20XX-Present

Fort Hays State University, Hays, KS

- Tutor students in Composition I and II, Advanced Composition, Technical Writing, and Creative Writing, as well as students needing help with individual papers in other classes

Collections Assistant, August 20XX – May 20XX

Sternberg Museum of Natural History, Hays, KS

- Typed and filed curation cards for museum specimens as well as entered museum library articles and books into the bibliographic system, Papyrus
- Packed/unpacked fossils for museum move and research information relating to exhibits

Organizations/Activities

College of Arts, Humanities and Social Sciences Senator, Spring 20XX – Present

Student Government Association, Fort Hays State University, Hays, KS

- Serve on the Appropriations committee; assisting in determining funding for on-campus organizations.
- Attend SGA meeting and committee meetings on a regular basis.

Volunteer Tutor, Summer 20XX

Hays Middle School, Hays, KS

- Assisted five eighth grade students with English and writing assignments.

Your Name

600 Park St.
Hays, KS 67601

(785) 628-4260
name@mail.fhsu.edu

Education

Master of Arts in English, December 20XX
Fort Hays State University, Hays, KS

Bachelor of General Studies, May 20XX
Concentration: **Education**
Fort Hays State University, Hays, KS

Experience

Layout Assistant, January 20XX – Present
Northwestern Printers, Hays, KS

- Manage incoming print jobs and descriptions to be sent to press.
- Organize and maintain all photo negative files.
- Assist with operation of the printing press as needed.
- Monitor store supplies, assisting in inventory management practices.

Graduate Teaching Assistant, August 20XX – December 20XX
Department of English, Fort Hays State University, Hays, KS

- Provided assistance to undergraduates writing essays, term papers, and research papers.
- Taught classes in place of professor as needed.
- Led several class sections teaching primarily poetry related materials.
- Collaborated with course instructors to determine what class topics students were struggling with and therefore may need to be covered again.

Librarian Assistant, August 20XX – May 20XX
Hays Public Library, Hays, KS

- Utilized Canva to design and create flyers for marketing various events.
- Organized children's poetry writing workshop, geared towards children ranging in age from five to eight years old.
- Planned and implemented a poetry reading night at the library, serving as Master of Ceremony for the event.
- Contributed poems, articles, and additional items to the monthly newsletter.
- Demonstrated strong customer service abilities in assisting library patrons in their search for books, research items, and addressing questions and concerns.

Honors and Achievements

- Outstanding Graduate Scholar, Fort Hays State University, April 20XX
- Poetry published in *Lines: A Journal of the Arts*, March 20XX