

Your Name

123 Fourth St.
Hays, KS 67601

(785) 555-3737
name@mail.fhsu.edu

EDUCATION

Bachelor of Science in Organizational Leadership, May 20XX

Minor: **Psychology**

Fort Hays State University, Hays, KS

GPA 3.51 on a 4.0 scale

INTERNSHIP EXPERIENCE

Bowl for Kids Sake Coordinator, Spring 20XX

Big Brothers Big Sisters, Hays, KS

- Recruited businesses and community members to participate in three day event
- Organized over 30 teams and created schedules for event workers

WORK EXPERIENCE

Server, August 20XX-Present

Applebee's Neighborhood Grill and Bar, Hays, KS

- Communicate with customers by providing recommendations, answering questions, and taking orders
- Cross trained to Expo, Carside, and Bartending
- Certified Neighborhood Expert Trainer

Kansas Youth Leadership Camp Counselor, Summers 20XX-20XX

Fort Hays State University, Hays, KS

- Supervised small group of middle school and high school students
- Directed students to daily activities and workshops

VOLUNTEER EXPERIENCE

Center for Civic Leadership Youth Facilitator, Spring 20XX

Fort Hays State University, Hays, KS

- Traveled to local middle schools and facilitated community service projects

Make a Wish Foundation's "Breakfast with Santa", December 20XX

- Served as a volunteer in waiting tables to help raise money for Make-A-Wish Foundation

HONORS AND ACTIVITIES

National Dean's List

Who's Who Among Students in American Universities and Colleges

Fort Hays State University Leadership Certificate Program Recipient

Member of Leadership Studies Association