



Good Example

Bradley Student

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Formatting makes it easy to see whose resume it is and how to contact them

EDUCATION

Smallville University, Smallville USA May 2012
 Bachelor of Arts in English and Spanish
 Cumulative GPA: 3.97
 Honors: Phi Beta Kappa, Summa Cum Laude, Sigma Delta Pi, Sigma Tau Delta, Dean's Fellow

Mention your GPA if it's above a 3.3

University of Granada *Centro de Lenguas Modernas (UConn)*, Granada, Spain Spring 2011
 Semester GPA: 3.93

Formational Coursework:

Creative Writing Honors Colloquium and Honors Thesis Fall 2011-Spring 2012
 • One of seven students accepted into the Creative Writing Honors Concentration for English majors
 • Drafted, edited, and completed part one of a prospective novel working one-on-one with a thesis adviser
 College Seminar: Disability Fall 2009
 • In examining disability in today's society, led service project surveying, raising awareness, and advocating for greater accessible parking for university professors with disabilities

Highlights not only their work experiences, but also critical volunteer experiences

SERVICE EXPERIENCE

ISSLP BRAZIL, São Paolo, Brazil June 2011-August 2011
 • 1 of 30 selected from approximately 250 applicants for International Summer Service Learning Program, a program designed to highlight international social issues and volunteer work
 • Created a creative writing workshop in an international female prison resulting in a collection of short stories
 • Regularly volunteered for Rede Rua (Street Network) in homeless shelters, soup kitchens, and neighborhood food and clothing distribution campaigns for the homeless

Specific about employment dates

Quantifies their experiences

Kellogg Intern for Coprodeli, Callao, Peru June 2010-August 2010
 • 1 of 20 selected from approximately 140 applicants for a full immersion internship in an international NGO
 • Assisted in the direction of *Don Juan Tenorio*, a play performed by secondary students of San Agustín de Hipona to celebrate the twentieth anniversary of Coprodeli
 • Taught English and theatre classes in three primary and secondary schools in Lima's periphery

Highlights a result of their actions

Community Alliance to Serve Hispanics ENL Teacher, South Bend, IN Fall 2009
 • Instructed twelve to fifteen Mexican immigrants in beginning English and practical terminology

WORK EXPERIENCE

ISA Alumni Relations Intern, Austin, TX October 2012-Present
 • Manage Alumni team's social media presence and recruit GA bloggers for ISA Today blog
 • Reformat and write web content on the Alumni page
 WebBrandxyz.net Managing Editor and Writer, Austin, TX September 2012-Present
 • Write, edit, and construct layout for 100 % of website's content
 Film Fan Brand Film Reviewer, Austin, TX September 2012-Present
 • Conduct interviews, attend screenings, and write reviews for various pre-released films
 Brand X Institute for International Studies Student Employee, Smallville, USA Fall 2011-Spring 2012
 • Student assistant to the administrative assistant, covered reception desk at lunch
 • Delivered posters, recovered files, and conducted research for staff and former Kellogg Fellows
 Brand Z T Shirts CEO/Salesman, Smallville, USA Fall 2008-Fall 2011
 • Financed, marketed, and sold 2,000 t-shirts for total revenue of \$20,000, profit \$10,000

Always place experiences in chronological order

Give specific information about their skills

PERSONAL

Languages: Fluent in Spanish and conversation/proficient Portuguese
 Interests: College Basketball, Latin American travel, recreational bowling, contemporary U.S. fiction