

SAMPLE RESUME

JASMIN JUSTICE

Philadelphia, PA | Name@lasalle.edu | 123.456.7891 | LinkedIn Link

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Arts

Expected May 20XX

Major: **Criminal Justice and Sociology**; Minor: **Spanish**

- GPA: **3.92** (Major); **3.49** (Overall)
- Academic Achievements: Founder's Scholarship, Dean's List (Fall 20XX, Spring 20XX), Honors Program, The National Society of Collegiate Scholars Member (20XX-Present),

RELEVANT EXPERIENCE

Keenan, Ciccitto & Associates, LLP., Collegeville, PA

Office Intern

May 20XX – Present

- Review 5-10 files daily for lawyers and provide written feedback
- Answer phone calls, take messages and relay back to lawyers
- Convert old case files into PDFs with the scanner and create an intricate labeling system within office network to streamline office organization and help staff locate files quickly and with ease

WORK EXPERIENCE

Career Center La Salle University, Philadelphia, PA

Career Peer

August 20XX – Present

- Meet with 3-5 students daily during drop-in hours and provide suggestions on resume corrections
- Monitor Handshake daily to approve or decline student resumes and provide feedback
- Manage emails sent out to the Career Peers and various other emails from the Career Center

Tio Juan's Margaritas, Collegeville, PA

Waitress

March 20XX – August 20XX

- Provided customer service to around 30 patrons per shift by serving their drinks, meals, and desserts
- Attended to customers' needs throughout their dining experience, by answering questions and checking in on satisfaction with their meal

LEADERSHIP & ACTIVITIES

Students' Government Association, La Salle University

August 20XX – Present

Chief of Staff

- Plan and award money to organizations and events
- Advise the Student Outreach Committee where members actively seek to get students more involved on campus, with SGA and the community by hosting a Town Hall once a semester
- Advise the President in matters such as composing emails and proof reading and approving bills

Resident's Student Association (RSA) La Salle University, *Programmer*

September 20XX – Present

Circle K, *Volunteer*

September 20XX – Present

SKILLS

Computer: Canvas, Microsoft Office (Word, PowerPoint, Outlook)

Languages: Fluent in Spanish