

SAMPLE RESUME

IVAN INTERNATIONAL

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

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Arts

Expected 20XX

Major: **International Relations**

- **GPA** 3.72 (Major), 3.46 (Cumulative)
- **Awards:** Honors Program, Founder's Scholarship, Excellence In Learning Grant, Dean's Resident Scholarship, Community Service Grant, Service Scholar (September 20XX-Present)
- **Relevant Coursework:** Comparative Government, Political Analysis, Principles of American Government,

WORK EXPERIENCE

La Salle Athletics, Philadelphia, PA

Student Operations Assistant

September 20XX-May 20XX

- Assisted in making the Division 1 sports games visible to people that are not in-person at the game by streaming it on ESPN.

La Salle Union & Services, Philadelphia PA

Administrative Assistant

August 20XX-Present

- Organize and facilitate events happening in the union by helping with schedules, set ups, and logistics
- Answer questions from students, staff and faculty, and visitors both in person and on-phone.

LEADERSHIP & ACTIVITIES

La Salle University Student's Government Association

Student Athletic Representative

September 20XX - Present

- Facilitated students' requests to the school athletic administration so that they can take the ideas into consideration

Vice-President

August 20XX - Present

- Served as a medium between students and faculty by making sure that I advocate the concerns of the student to faculty members, and look forward to a solution.

La Salle Pre-Law Program

September 20XX-Present

Member

- Attended a couple of webinars of LaSalle alums who are in law school or are lawyers talking to us on the process of entering law school and things to involved in as students

La Salle TV

September 20XX- Present

Production Assistant

- Contributed to multimedia projects by recording shows, participating in promotional videos, and serving as a panelist on the "Exploring Politics" program

La Salle University Residence Life & Housing

September 20XX - Present

Community/Resident Assistant

- Acted as a supportive resource for residents by delivering information, ensuring community operations ran smoothly, resolving conflicts, and organizing engaging events.

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Slides, Forms)