

SAMPLE RESUME

REGGIE RELIGION

Philadelphia, PA |name@student.lasalle.edu |123.456.7890 |Linkedin Link

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Arts

Major: Religion

Expected May 20XX

- GPA: **3.89**
- Dean's List (all semesters), Grady Honors Research Grant Recipient

WORK EXPERIENCE

Cathedral High School, Los Angeles, CA

Teaching Assistant

June 20XX - July 20XX

- Worked with students on an individual basis to prepare them for entering high school
- Designed and taught daily lesson-plans dealing with various religious topics
- Presided over various classes as a substitute teacher
- Graded and input assignments and exams into class website

Swartz-Culleton PC, Newtown, PA

Legal Assistant Intern

Dec 20XX – Aug 20XX

- Drafted and submitted legal documents (complaints, motions, etc.) to court, sheriff's office, and prothonotary office
- Prepared case files in preparation of pre-trial and trial proceedings for clients against court-mandated deadlines
- Participated in attorney-client briefings and conducted business communications between firm and client

La Salle Library Archives, Philadelphia, PA

Archival Assistant

Oct 20XX – May 20XX

- Organize, file, and digitize fragile documents, photographs and audio files
- Fulfilled ad hoc requests for managers and team members as needed

La Salle Office of Alumni Relations, Philadelphia, PA

Office Assistant

Oct 20XX – May 20XX

- Maintained all alumni information, performing data entry and building comprehensive spreadsheets to do so
- Performed alumni outreach and engagement activities, reaching out to parties via mail-in-letter and phone
- Revised, proofread, and prepared alumni magazine

LEADERSHIP & ACTIVITIES

La Salle Collegian Newspaper, Philadelphia, PA

Editor-in-Chief

Aug 20XX - Present

- Write for, edit, and publish the politics section of the La Salle Collegian on a weekly basis
- Establish, plan, and host University podcast
- Participate and manage administrative and budgetary meetings
- Orchestrate and host club meetings
- Draft, design, review, and send weekly newsletter

SKILLS

Computer: Microsoft Office, Canva

Language: Moderate proficiency in French and German