

SAMPLE RESUME

SOLOMON SOCIOLOGY

Philadelphia, PA | name@student.lasalle.edu | 123.456.7890 | [Linkedin Link](#)

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Arts

Expected: May 20XX

Major: **Sociology & Criminal Justice**; Minor: **Business Administration**

Achievements: Pre-Law Society, Founders Scholarship, Academic Discovery Program, Segal Education Award

WORK EXPERIENCE

La Salle University Career Center, Philadelphia, PA

Career Peer

December 20XX - Present

- Advise students on resume writing during drop-in hours and resume events.
- Facilitate in-person or virtual workshops and tablings on resumes, career center overview, and major exploration.
- Assist with the in-person and virtual career fairs, networking events, and information sessions.

Office Assistant

September 20XX - December 20XX

- Greeted students, staff, and employers who enter the office in a welcoming and orderly manner.
- Ensured all incoming phone calls, and questions were directed to the appropriate staff.
- Collaborated with Career Center staff to complete daily tasks

La Salle's Early Achievements Program, Philadelphia, PA

Student Mentor

June 20XX – December 20XX

- Mentor students to achieve academic success by setting up one-on-one meetings weekly.
- Guide students by answering questions and concerns regarding college.

Chick-fil-A, Philadelphia, PA

Front of House Team Member

August 20XX - November 20XX

- Ensured positive customer experience by finding solutions to customers' needs and communicating clearly and concisely.

LEADERSHIP & ACTIVITIES

The DREAM Program, Inc (Next Step AmeriCorps Program), Philadelphia, PA

Volunteer Coach

June 20XX - Present

- Planned enrichment activities such as problem-solving, fitness, motivated reading, and arts & crafts for youth in a low-income community over 526 hours of service

La Salle's Black Pre-Law Society, Philadelphia, PA

Co-Founder

August 20XX - May 20XX

- Contributed to establishing the BPLS organization chapter on the La Salle campus.
- Created a virtual event with Cornell University's Black Law Students Association to spread information on Ivy League law school admission process and student life

SKILLS & CERTIFICATIONS

- **Certifications:** First Aid CPR Certification
- **Languages:** Fluent in Spanish
- **Computer Skills:** Outlook, Microsoft Office (Word, Excel, PowerPoint)