

SAMPLE RESUME

SALLY SPANISH

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

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Arts

Expected May 20XX

Major: **Spanish**; Minor: Leadership and Global Understanding

- GPA: **3.56** (Major); 3.42 (Overall)
- Academic Achievements: Dean's List (All Semesters), Sigma Delta Pi Honor Society

WORK EXPERIENCE

Puentas Hacia El Futuro, Philadelphia, PA

Tutoring Intern

September 20XX – Present

- Support a group of 5-10 English Learner (EL) students in completing their schoolwork by meeting with each child one-one-one after school, two days each week
- Guide each student through their math, social studies, science and language arts work to help them better understand the content and successfully complete their assignments
- Engage the students in group activities focused on practicing their English, to assist in building language skills

Ludington Library, Bryn Mawr, PA

Library Page

July 20XX – October 20XX

- Organized materials by shelving them according to age group, genre, author, title
- Assisted patrons in finding material relevant to their interests and projects by directing them to the appropriate sections of the library

La Salle University Global Languages, Literatures and Perspectives Department, Philadelphia, PA

Student Worker

August 20XX– May 20XX

- Monitored department's language lab, kept detailed logbook, and maintained cleaned workstations
- Coached students in utilizing language-learning software and answered questions as they arose

La Salle University Admissions Office, Philadelphia, PA

Campus Tour Guide

November 20XX – August 20XX

- Introduced prospective students and their families to the university, leadings tour groups of up to 50 people

LEADERSHIP & ACTIVITIES

All Women Every Color (AWEC), La Salle University

Social Board Representative

January 20XX- Present

- Collaborate with Presidential Council Members on the planning of new initiatives and activities
- Maintain record of attendance at all meetings and submit this as an end of term attendance report
- Bolster organization's outreach by managing social media, organizing social events, and keeping members of La Salle's community updated on AWEC news and information

The Alliance, La Salle University

Vice President

May 20XX – March 20XX

- Organized events to educate the campus about the LGBTQ+ community, such as Tie-Dye-versity
- Managed club communications on resources and events through weekly emails and social media posts

SKILLS

Computer: Canva, Adobe Photoshop, Word Press

Languages: Fluent in Spanish