

Sample College Graduate / Entry Level Resume

John Applicant
 123 Main St. New York, New York 12345
 John.Applicant@email.com

Education

ABC College, Sarasota Station, NY, May 2009
 Bachelor of Science Candidate
 Major: Anthropology; Minor: Classics

Relevant Experience

Campus Representative - Apple Inc., Sarasota Station, NY
 02/2009 - Present

- Plan and execute numerous marketing campaigns per month
- Work with campus bookstore to drive sales of Apple products
- Host demo tables and educational workshops
- Act as a resource for existing and perspective Apple customers

Summer Marketing Intern, National Sculpture Society, New York, NY
 05/2008 - 08/2008

- Assist with planning, installation and de-installation of exhibitions
- Develop bi-monthly news bulletin
- Design web pages publicizing events
- Create online slide shows of organizations events
- Prepare instruction manual for staff members on how to create online slideshows and basic template for web page
- Assist in all other administrative duties of the office

Resident Assistant, Residential Life, Sarasota Station, NY
 09/2008 - Present

- Ensure safety and management of residential building
- Act as support network for incoming freshman and other residents
- Plan and execute community building programs
- RA of the Month Award (November 2008)
- RA of the Semester Award (December 2008)

Assistant, Career Services, ABC College, Sarasota Station, NY
 09/2007 - Present

- Contacting alumni to update career information
- Updating internship database via phone an email
- Publicizing office events via Facebook
- Scheduling appointments and assisting students register and find information
- Assisting in all other administrative duties

Additional Experience

Web Designer, UJIMA, ABC College, Sarasota Station, NY
 01/2007 - 05/2008

- Development and maintenance of club's website (publicize events via website)
- Plan club programs including guest speakers and dinners
- Direct main-stage fashion show

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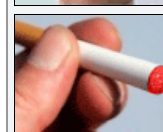
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Respect Matters Campaign, ABC College, Sarasota Station, NY
01/2007 - 05/2008

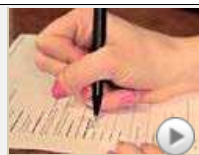
- Develop campus-wide campaign promoting diversity efforts on campus
- Peer advisor to two leadership focused groups for incoming freshman and sophomore leaders and facilitated group meetings
- Co- collaborate with other student groups to sponsor diversity-focused programs and reactive to bias events on campus
- Brainstorming and implementing initiatives to be proactive

Student Government Association, ABC College, Sarasota Station, NY
01/2007 - 12/2007

- Elected by student body to serve as representative in student senate to oversee schools clubs, organizations and student led initiatives
- Interview and recommend candidates for Student Government positions

Technical Skills

Software - MS Office, Adobe Creative Suite: Photoshop, Dreamweaver, In Design and Flash, Apple: iLife Suite



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