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<sup>1</sup> This is not an exhaustive list of all the CHSS major/minor combinations that can be used to create sample resumes. Previous and current co-op student resumes were used as a guide to construct these samples. However, all sample resumes have been thoroughly reconstructed.

## John Roe

888 Main Street  
Your City, NJ 0000  
Phone: 555-555-5555  
[student@email.com](mailto:student@email.com)

- OBJECTIVE:** To obtain a museum curator position at the American Museum of Natural History using my field experience, research, and detail-oriented skills
- EDUCATION:** Montclair State University, Montclair, NJ 09/2012-Present  
Major: Anthropology, Minor: Business  
B.A. expected May 2016  
Dean's List, GPA 3.5/4.0
- RELATED COURSES:** Cultural Anthropology  
Applied Anthropology  
Anthro of Globalization  
Experimental Archaeology  
Historical Archaeology  
Methods: Anthropological Research & Practice
- RELATED EXPERIENCE:** **Winddell Historical Museum, Winddell, NY**  
*Collections Management Intern* 09/2014-1/2015
- Utilized ArtSystems Pro to input pertinent information on newly acquired ethnographic and archaeological objects
  - Acquired knowledge about different preservation techniques such as the Integrated Pest Management Program
  - Assisted the collections manager with the acquisition of new museum items
- PROFESSIONAL EXPERIENCE:** **Newgate Library, Newgate, NJ** 09/2012-Present  
*Library Assistant*
- Organize and maintain library materials
  - Sort and re-shelve returned books, periodicals, and other materials
  - Assist students and faculty with interlibrary loans
- SKILLS:** Microsoft Office Word and Excel  
ArtSystems Pro  
Flexible team-based personality  
Critical Thinker  
Positive attitude
- ACTIVITIES:** Secretary, Anthropology Club  
Member, American Anthropological Association

## John Roe

222 Main Street  
Your Town, NJ 0000  
Phone: 555-555-5555  
student@email.com

- OBJECTIVE:** To obtain an editorial assistant position at a local news agency using my editing, creative, and organization skills
- EDUCATION:** **Montclair State University, Montclair, NJ** 09/2012-Present  
Major: English, Minor: Journalism  
B.A. expected May 2016  
GPA 3.0/4.0
- RELATED COURSES:** Intro to Professional & Public Writing      The Grammars of English  
Editing      Advanced Editing  
News Reporting: Print and Online      The English Language
- RELATED EXPERIENCE:** **The Daily Prophet, Clearkeep, NJ** 09-2013-Present  
*Chief Copy Editor*  
  - Review and edit errors in grammar, style, and usage in over 20 articles produced by journalists
  - Compose article headlines and photo captions
  - Utilize Adobe InDesign to create print newspaper layout
- PROFESSIONAL EXPERIENCE:** **Café Serendipity, Stronglake, NJ** 1/2013-Present  
*Hostess*  
  - Collaborate with café owner to devise innovative ways of expediting service in the dining room while maintaining optimal customer service
  - Track an accurate list of each customers' name and wait time during peak restaurant hours
- SKILLS:** Microsoft Office Word and Publisher  
Adobe InDesign  
Ability to prioritize  
Team-based personality  
Positive attitude
- ACTIVITIES:** Member, Society of Professional Journalists

## John Roe

333 Main Street  
Your City, NJ 0000  
Phone: 555-555-5555  
student@email.com

- OBJECTIVE:** To obtain a publications assistant position at a local art gallery using my aesthetic, research, and writing skills.
- EDUCATION:** **Montclair State University, Montclair, NJ** 09/2012-Present  
Major: General Humanities, Minor: Classics  
B.A. expected May 2016  
Dean's List, GPA 3.8/4.0
- RELATED COURSES:** College Writing I: Intellectual Prose  
Pursuit of Humanities: History, Critical Approaches, Methods  
History of Criticism  
Introduction to Visual Arts  
Logic
- RELATED EXPERIENCE:** **Montclair State University, Montclair, NJ** 09/2013-Present  
*Art Director-Paint Job Magazine*  
  - Collaborate with members of the editorial board to approve or deny students' visual and literary art submissions
  - Review and edit literary art submissions for grammar and spelling errors
- PROFESSIONAL EXPERIENCE:** **Canvas Colors Inc., Landhurst, NJ** 11/2012-Present  
*Class Instructor*  
  - Teach painting and drawing classes to students
  - Research new painting and drawing projects for students
  - Create displays of students' artwork to promote art classes
- SKILLS:** Microsoft Office Word and Publisher  
Strong work ethic  
Ability to prioritize  
Team-based personality  
Positive attitude
- ACTIVITIES:** Member, MSU Art Society

**John Roe**

111 Main Street  
 Your Town, NJ 0000  
 Phone: 555-555-555  
[student@email.com](mailto:student@email.com)

- SUMMARY:** Strong research and writing skills developed through history and women's studies coursework. Experience working with diverse members of the community in employment and volunteer positions.
- EDUCATION:** **Montclair State University, Montclair, NJ** September 2011-Present  
 Major: History, Minor: Women and Gender Studies  
 B.A. expected May 2015  
 GPA 3.32/4.00  
 Wegmans' Scholarship Fund recipient
- RELATED COURSES:** The United States since the Colonial Period  
 Women's History  
 Introduction to Anthropology  
 Women & Gender in the 19th Century
- RELATED EXPERIENCE:** **Sir Issac Newton House, Bluesummer, NY** Summer-2014  
*Certified Volunteer Docent*  
 • Conduct tours of the House and inform visitors of the history of Sir Isaac Newton
- Woodhill Museum and Science Center, Woodhill, Summer-2011**  
*Institutional Archives Intern*  
 • Organized and archived 100 years of acquired materials produced or sponsored by the Rochester Museum in order to be presented for the museum's bicentennial celebration in 2012
- PROFESSIONAL EXPERIENCE:** **Icemount Food Markets, Inc., Icemount, NJ** March 2012-Present  
 Customer Service Desk Representative  
 • Address customer inquiries regarding coupons, rebates and discounts  
 • Enroll customers into Shoppers Club program to increase shopper retention
- CommunityLink, Mallowston, NJ** January 2013-Present  
*Volunteer*  
 • Assist with the layout of the monthly newsletter that details community assistance information
- ACTIVITIES:** **Teddi Dance for Love** September 2012-Present  
 • Participate in meetings to plan annual event to raise money for Camp Good Days and Special Times

**John Roe**

888 Main Street  
 Center City, NJ 00000  
 111-111-111  
student@email.com

**EDUCATION:** **Montclair State University, Montclair, New Jersey** 9/2012-Present  
 Major: Justice Studies, Concentration in Justice Systems  
 B.A. expected May 2016

**RELATED COURSES:**

College Writing I: Intellectual Prose	Communications and Speech
Introduction to Criminal Justice	Computer Applications
Criminology	Law and Litigation
Criminal Law and Procedure	Police and Society

**PROFESSIONAL EXPERIENCE:** **Greencrest County Sheriff's Department, Greencrest, NJ** 1/2011-Present  
*Intern*

- Examine warrants and other documents related to current cases
- Review case files to make sure all information is current and correct
- Observe Sheriff Officers through job shadowing

**Cranium University-Cranium Saturday Academy** 9/2010-Present  
*Assistant Coordinator*

- Assist the director of the program
- Maintain a student database utilizing Excel
- Research and contact sites to schedule field trips

**Cranium University Pre-College Program, Sagemoor, NJ** 6/2008-8/2010  
*Teacher's Assistant*

- Guided prospective students through a routine college day
- Provided leadership, guidance, and insight to prospective students

**XYZ Clothing Apparel, Hedgecoast, NJ** 8/2007-2/2008  
*Sales Associate*

- Managed assigned retail area and register coverage
- Managed cash flow throughout the department
- Provided effective customer service
- Trained new associates

**COMPUTER SKILLS:** Proficient in Microsoft Word, Excel, PowerPoint, and Access

## John Roe

111 Main Street  
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[student@email.com](mailto:student@email.com)

- OBJECTIVE:** To obtain a probation officer position at a juvenile detention facility where I can use my academic background in Justice Studies, organization, and leadership skills
- EDUCATION:** **Montclair State University, Montclair, NJ** 09/2013-Present  
Major: Justice Studies-Justice Systems Concentration  
Minor: Leadership Development through Civic Engagement
- B.A. expected May 2017
  - GPA 3.3/4.0
- RELATED COURSES:**
- |                          |   |
|--------------------------|---|
| Gangs in America         | Juvenile Delinquency & Juvenile Justice |
| Restorative Justice      | Corrections                             |
| Psychology of Leadership | Juvenile Law                            |
- RELATED EXPERIENCE:**
- Cowabunga Summer Camp, Belldale, NJ** 06/2011-Ongoing  
*Day Camp Senior Counselor*
- Supervise over 100 campers, ranging from six to ten years old, participating in various athletic activities
  - Utilize the core values of the Resilience Building program to help campers handle their emotions
- Mind Over Body Center, Seabarrow, NJ** 09/2013-09/2014  
*Junior Health Advocate*
- Coordinated 5 health promotion workshops
  - Provided health-related information to drop-in guests
- PROFESSIONAL EXPERIENCE:**
- School #99, Shadowham, NJ** 09/2012-Present  
*Teaching Assistant*
- Analyze students' individual education plans prior to facilitating behavioral goals
  - Mentor a caseload of 10 students with various neurological conditions
- SKILLS:**
- Microsoft Office Word
  - Behavioral Assistant Certification
  - Flexible team based personality
  - Positive attitude
- ACTIVITIES:**
- President, Justice Studies Club
  - Member, Residential Leadership Council

**John Roe**

777 Main Street  
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[student@email.com](mailto:student@email.com)

**OBJECTIVE:** To obtain a Litigation Paralegal position using my communication, computer, and analytical skills.

**EDUCATION:** **Montclair State University, Montclair, NJ** 09/2012-Present  
 Major: Justice Studies, Paralegal Concentration  
 B.A. expected May 2016  
 GPA: 3.4/4.0

**RELATED COURSES:** Fundamentals of Speech  
 Computer Application in the Legal Environment  
 Law and Litigation  
 Research and Writing for Paralegals

**RELATED EXPERIENCE:** **Law Office of Jane Doe, Butterdeer, NJ** 10/2013-Present  
*Legal Assistant*  
 •Review and proofread documents and correspondence  
 •Set up and maintain filing systems and attorney calendars  
 •Perform administrative duties to support an efficient operation

**PROFESSIONAL EXPERIENCE:** **HeelToe Shoes, Valcoast, NJ** 10/2013-Present  
*Sales Associate*  
 •Communicate promotional sales to customers upon arrival  
 •Assist store manager with store inventory using Microsoft Excel  
 •Analyze customer feedback to promote better operational procedures

**SKILLS:** Proficient in Microsoft Applications (Word, Excel, and PowerPoint)  
 Deadline-focused  
 Flexible team-based personality  
 Positive Attitude

**ACTIVITIES:** Member, Justice Studies Club  
 Member, Pre-Law Society

## John Roe

999 Main Street  
Center City, NJ 00000  
Phone: 222-222-222  
[student@email.com](mailto:student@email.com)

- QUALIFICATIONS:**
- Proficient in legal research utilizing LexisNexis and Westlaw
  - Familiar with Shepard's citations and KeyCite as research tools
  - Competent with Abacus law, Time Matters, Case Map, and Time Map
- EDUCATION:**
- Montclair State University, Montclair, NJ** Fall 2012-Present  
Major: Justice Studies, Concentration in Paralegal Studies/ABA approved program  
Minor: Criminal Justice  
Anticipated Graduation Date: May 2016
- PROFESSIONAL EXPERIENCE:**
- Law Office of Jane Doe, Fallwood, NJ** Spring Semester -2014  
*Paralegal Intern*
- Draft motions, petitions and affidavits for lead attorney
  - Research case law and report summary to manager
  - Complete various aspects of discovery to support case management
- Jane Doe and Associates, Summerspell, NJ** Summers-2012/2014  
*Legal Secretary*
- Provided administrative support to Paralegals
  - Managed the flow of information between clients and attorneys
  - Processed correspondence to clients regarding litigation claims
- COMMUNITY SERVICE:**
- Cranium College** Fall 2012-Present  
*Vice President, Alpha Iota Chi Sorority*
- Oversee committee chairs to increase engagement and activity
  - Manage programs and fundraisers that benefit the sorority and the community
- CORE STRENGTHS:**
- Goal oriented, high energy individual able to meet deadlines  
Strong organizational and communication skills  
Effective working independently or as a member of a team
- SKILLS:**
- Proficient in Microsoft Word, Excel, PowerPoint  
Fluent in Spanish

**John Roe**

666 Main Street  
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[student@email.com](mailto:student@email.com)

- OBJECTIVE:** To obtain an English as a Second Language teaching position in a school using my teaching, management, and communication skills.
- EDUCATION:** **Montclair State University, Montclair, NJ** 9/2013-Present  
 Major: Linguistics  
 B.A. expected May 2017  
 GPA 3.2/4.0
- RELATED COURSES:** Structure of American English  
 Bilingualism  
 Fundamentals of Speech  
 History of English Language  
 Historical Foundations of American Education  
 Intro to General Linguistics
- RELATED EXPERIENCE:** **Silverley Pediatric Audiology Center, Silverley, NJ** 1/2014-Present  
*Pediatric Speech and Language Program Facilitator*
- Develop innovative and engaging lesson plans to enhance language skills
  - Supervise 10 students in a language learning playgroup
  - Reinforce students' new language skills using hands-on activities
- PROFESSIONAL EXPERIENCE:** **XYZ Restaurant, Lightden, NJ** 06/2013-1/2014  
*Shift Supervisor*
- Taught new crew members how to set up cold and hot line(s) of the prep area
  - Generated maximum food and drink sales through strategic delegation tasks
  - Addressed crew members' job-related concerns
  - Raised critical issues to manager and recommended solutions
- SKILLS:** Dedication to student success  
 Strong work ethic  
 Team-based personality  
 Positive attitude
- ACTIVITIES:** Vice-President, Montclair State Speech Language Hearing Association

## John Roe

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- OBJECTIVE:** Seeking a community service position where I can utilize my problem solving skills, leadership abilities and experience working with community organizations and people of diverse backgrounds
- EDUCATION:** **Montclair State University, Montclair, NJ** 9/2012-Present  
Major: Philosophy  
B.A. expected May 2014  
GPA: 3.4/4.0  
Service Scholarship recipient: complete 200+ hours of community service
- RELATED COURSES:** Basic Logic Research Based Writing  
Introductory Sociology Ancient Philosophy  
Introduction to Microeconomics
- LEADERSHIP EXPERIENCE:** **Cranium University, Southwintier, NJ** 12/2011- 4/2014  
*Resident Assistant*
- Organized various building and campus wide programs to create a strong sense of community for the residential hall
  - Led floors of about 35 residents, maintaining residential records for each resident, and resolving conflicts and problems throughout the year
- COMMUNITY INVOLVEMENT:** **Barrowhollow Public School, Barrowhollow, NJ** 9/2013-Present  
*Volunteer, Service Scholar*
- Tutor a fourth grader one on one in basic reading and math skills to improve skills
  - Assist students with homework assignments using fun and rewarding methods
  - Provide students' with support while partaking in their after school activities
- Salvation Army, Aldpine, NJ** 1/2014-5/2014  
*Volunteer, Service Scholar*
- Aided the volunteer staff with sorting clothes and toy donations
  - Assisted with the creation of a database used to organize holiday donations
  - Collated welcome packets for new volunteers
- Camp Sunny Horizons, Springgriffin, NJ** 10/2013-12/2013  
*Volunteer, Service Scholar*
- Participated in games and activities with campers with special needs

**John Roe**

777 Main Street  
 Your Town, NJ 0000  
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[student@email.com](mailto:student@email.com)

- OBJECTIVE:** To obtain a paralegal position at a law firm using my communication, time management, and writing skills.
- EDUCATION:** **Montclair State University, Montclair, NJ** 09/2012-Present  
 Major: Political Science  
 B.A. expected May 2017  
 GPA 3.0/4.0
- RELATED COURSES:** College Writing I: Intellectual Prose  
 Fundamentals of Speech: Communication Requirement  
 American Public Policy  
 Governmental Budgeting  
 Theories of Political Economy
- RELATED EXPERIENCE:** **MediaMimic Cable, Shorebridge, NY** 01/2014-Present  
*Paralegal*
- Write legal and business communications for paralegal supervisor
  - Organize and analyze legal and factual research for senior legal team
  - Communicate MediaMimic Cable's business policies to property owners and management companies
- PROFESSIONAL EXPERIENCE:** **Youth Recreation Club, Freykeep, NJ** 09/2012-01/2013  
*Community Action Project Volunteer*
- Collaborated with the Community Action Project advisor to write fundraising initiatives
  - Communicated with community service organizations and organized 5 annual service projects for teen members
- SKILLS:** Microsoft Word, Excel, and PowerPoint  
 Strong work ethic  
 Ability to prioritize  
 Team-based personality  
 Positive attitude
- ACTIVITIES:** Member, Political Science Student Club

**John Roe**

555 Main Street  
 Your Town, NJ 0000  
 Phone: 555-555-5555  
[student@email.com](mailto:student@email.com)

**OBJECTIVE:** To obtain a case management position at a social service agency where I can use my research, interpersonal, and administrative skills

**EDUCATION:** **Montclair State University, Montclair, NJ** 09/2013-Present  
 Major: Psychology  
 B.A. expected May 2017  
 Dean's List, GPA 3.4/4.0

**RELATED COURSES:** Research Methods                      The Human Environment  
 Environmental Psychology                      Social Psychology  
 Developmental Psychology                      Systems of Psychotherapy

**RELATED EXPERIENCE:** **Cranium University, Southwintier, NJ** 09/2014-Present  
*Research Intern- Institutional Research & Assessment*  
 •Coordinate psychology research with faculty research findings  
 •Collaborate with researchers to survey students for numerous research studies

**PROFESSIONAL EXPERIENCE:** **Shadowsilver Elections Office, Shadowsilver, NJ** 09/2013-Present  
*Part-time clerk/data entry*  
 •Process voter registration forms and information  
 •Perform administrative office duties as needed

**TUV Office Supply, Freybridge, NJ** 09/2011-09/2012  
*Sales Associate*  
 •Managed cash and credit transactions  
 •Assisted customers in locating office supplies  
 •Compiled information on product inventory and restocked items

**SKILLS:** Microsoft Word  
 Conversational Spanish  
 Flexible team-based personality  
 Positive attitude

**ACTIVITIES:** Member, Psychology Club  
 Member, Human Relations Leadership Development Association

## John Roe

222 Main Street  
Your Town, NJ 0000  
Phone: 555-555-5555  
student@email.com

**OBJECTIVE:** To obtain a youth minister position at the Hillsdale United Methodist Church using my passion for volunteerism, interpersonal, and organization skills

**EDUCATION:** **Montclair State University, Montclair, NJ** 09/2011-Present  
Major: Religious Studies, Minor: Jewish American Studies  
B.A. expected May 2015  
Dean's List, GPA: 3.3/4.0

**RELATED COURSES:** Religion & Culture Christian History & Thought  
Introduction to Religion Religious Ethics  
Fundamentals of Speech Religions of the World

**PROFESSIONAL EXPERIENCE:** **Rubber Ducky Water Park, Coastwald, NY** 06/2010-Present  
*Merchandise Team Member*

- Assist customers in locating fun novelty items for purchase
- Process all cash and credit card transactions
- Organize and restock items on gift shop shelves

**Wellport United Methodist Church, Wellport, NJ**  
*Youth Group Volunteer* 09/2009-01/2010

- Addressed youth members' faith-based inquiries
- Organized logistical aspects of youth mission projects

**SKILLS:** Microsoft Office Word  
Microsoft Office PowerPoint  
Collaborative team personality  
Positive attitude  
Dependable contributor

**ACTIVITIES:** Head of Programming Committee, Hillel  
Member, Chi Alpha Christian Fellowship

## John Roe

444 Main Street  
Your Town, NJ 0000  
Phone: 555-555-555  
[student@email.com](mailto:student@email.com)

- OBJECTIVE:** To work in a social service agency catering to the care of young adults where I can use my observation skills, bilingual ability and customer service skills
- EDUCATION:** **Montclair State University, Montclair, NJ** September 2012-Present  
Major: Sociology, Minor: Psychology  
B.A. expected May 2016  
GPA 3.3/4.0
- RELATED COURSES:** Child Psychology Adolescent Psychology  
Hispanic Latino Psychology Sociology and Social Work  
Sociology: Health/Illness
- RELATED EXPERIENCE:** **Baycoast Christian Services, Baycoast, NJ** August 2013-Present  
*Activities Assistant* (5/14- Present)
- Organize and help monitor appropriate activities for residents 13-15 year olds that involve sports, art and outdoor programs.
  - Compile accurate and comprehensive reports on behavior and progress of residents, comparing them to individual goals.
- Intern* (8/13 – 5/14)
- Plan interactive, confidence-building projects for children, aged 6-8, for after school program
  - Developed strong working relationships and offered suggestions for developmental programs
  - Developed individual and supportive relationships with children with profound developmental disabilities
- PROFESSIONAL EXPERIENCE:** **XYZ Clothing Apparel, Lightfield, NJ** May 2012-May 2014  
*Sales Assistant*
- Assisted customers in busy store to locate items as well as education on product differences.
  - Supported clerical team in various functions as needed, demonstrating flexibility and the willingness to learn new tasks.
  - Utilized computer skills in Microsoft Office and data entry.
- LANGUAGE SKILLS:** Fluent in Spanish
- ACTIVITIES:** Sociology Club (2013-Present)  
Latin American Student Organization (2012-Present)  
Campus Ministry Club (2012-Present)



## John Roe

333 Main Street  
Your Town, NJ 0000  
Phone: 555-555-555  
student@email.com

- OBJECTIVE:** To utilize my translating abilities, intercultural experience, and international business knowledge
- EDUCATION:**
- Montclair State University, Montclair, New Jersey** 01/2012–05/2014  
Major: Spanish & Translation, Minor: International Business  
B.A. expected May 2014  
Dean’s List (all semesters), GPA: 3.6/4.0
- Blackburn Community College, Blackburn, New Jersey** 09/2009–12/2011  
Concentration: Mass Media Communication  
A.A. completed December 2011  
Dean’s List (all semesters), GPA 3.5/4.0
- RELATED COURSES:** Specialized Translation Economics  
International Business Cultural studies of Latin America  
Literature of Spain & Latin America Subtitling Practicum
- RELATED EXPERIENCE:**
- OptimalCare, Clearwyn, NJ** 02/2012–12/2012  
*Office Assistant*
- Interpreted and translated official reports in health-related topics such as Physical & Speech Therapy.
- PROFESSIONAL EXPERIENCE:**
- JobFind Corporation, Deernesse, New York** 01/2013–Present  
*Office Assistant*
- Process payroll and raise issues to supervisor in a timely manner
  - Interact with customers and employees, assisting in their coordination.
- Grin Capture Inc., Newrock, NJ** 07/2008–01/2012  
*Photography Assistant*
- Developed sales skills by finding and participating in job appointments
  - Assisted with photo shoots and wedding events
- SKILLS:** Languages: Fluent in Spanish & Italian  
Technical: Microsoft Word, Excel, PowerPoint, Microsoft Office 2010, Mac OS, and Mountain Lion.  
Social media: Twitter, Instagram
- HONORS & ACTIVITIES:** Blackburn Community College Scholarship  
Member of Sigma Delta Pi (The National Collegiate Hispanic Honor Society)  
Volunteer work at the Horizon Nursing Center in Bergen County, NJ  
Winner of the Spanish Translation Internship Scholarship

## John Roe

999 Main Street  
Your Town, NJ 0000  
Phone: 555-555-555  
[student@email.com](mailto:student@email.com)

- OBJECTIVE:** To gain experience in the field of Public Administration using my Spanish translation abilities, civic-minded outlook, and program management skills
- EDUCATION:** **Montclair State University, Montclair, NJ** 09/2013-Present  
Major: Spanish, Translation Concentration, Minor: Public Administration  
B.A. expected Jan 2017  
GPA: 3.0/4.0
- RELATED COURSES:** Fundamentals of Speech  
Intro to Computer Concepts  
Ethics  
Theory and Practice of Translation  
Fundamentals of Specialized Translation
- RELATED EXPERIENCE:** **Multilingual Action Board, Ostburn, NJ** 10/2014-6/2014  
*Call Center Operator*
- Communicated the organization's services to incoming callers
  - Operated several different phone lines to diminish call waiting for callers
  - Composed an accurate list of incoming calls for annual service reports
- PROFESSIONAL EXPERIENCE:** **Adult School of Marbleland, Marbleland, NJ** 07/2014-Present  
*Spanish Teacher*
- Increased students' understanding of phonetics using translation theories
  - Designed and developed numerous experiential learning activities to promote incorporation of new language skills into students' daily lives
- SKILLS:** Fluent in Spanish  
Strong Verbal/Nonverbal Communicator  
Team Leader & Player  
Deadline-focused  
Positive attitude
- ACTIVITIES:** Member, Spanish Club

**John Roe**

111 Main Street  
 Your Town, NJ 0000  
 Phone: 555-555-5555  
[student@email.com](mailto:student@email.com)

- OBJECTIVE:** To obtain a crisis worker position at a domestic violence shelter using my active listening, observation, and management skills
- EDUCATION:** **Montclair State University, Montclair, NJ** 09/2011-Present  
 Major: Women's and Gender Studies, Minor: Criminal Justice  
 B.A. expected May 2015  
 GPA: 3.4/4.0
- RELATED COURSES:** Inventing Feminism Men and Masculinities  
 Feminist Jurisprudence Legal Rights of Women  
 Family Violence Victimology
- RELATED EXPERIENCE:** **Strongwater Battered Women's Service, Strongwater, NJ**  
*Crisis Response Team Volunteer* 2/2013-Present  
 •Serve as an advocate for clients during investigations of domestic violence  
 •Refer clients to domestic violence organizations and shelters  
 •Assist clients with temporary restraining order application and other safety planning procedures
- PROFESSIONAL EXPERIENCE:** **Little Female Leaders of New Jersey, Greywolf, NJ** 5/2012-Present  
*Program Assistant*  
 •Train and supervise 5 high school staff members  
 •Evaluate numerous local Little Female Leader programs to ensure that the curriculum of each program meets Little Female Leader and safety standards  
 •Encourage program participant and parent feedback to guide recruitment efforts
- SKILLS:** Microsoft Office Suite  
 Domestic violence training  
 Flexible team-based personality  
 Positive attitude  
 Objective mindset
- ACTIVITIES:** Member, Femvolution: MSU Student Club  
 Volunteer, The Safe House