

[First Name] [Last Name]

Cherry Hill, NJ 08902

[Email Address]

609-XXX-XXXX

EDUCATION

Rutgers University, Camden, NJ

Bachelor of Arts in Political Science, May 20XX

- Minor: Criminal Justice

HONORS

Dean's List, Fall 2022, Spring 2023

Edward J. Bloustein Scholarship, 20XX - Present

**RELATED
EXPERIENCE**

U.S. Department of Labor, Women's Bureau

New York, NY, Intern, Summer 20XX

- Explored potential avenues for partnership and collaborative work with related organizations.
- Conducted research on current events and issues.
- Organized and conducted events related to women in the workforce.

**WORK
EXPERIENCE**

Paul Robeson Library, Rutgers University

Camden, NJ, Library Assistant, Sept. 20XX – Present

- Work 10 hours per week during the semester.
- Assist patrons at the information desk with online circulation and reserve materials.
- Locate and retrieve library materials.

Weichert Realtors, Cherry Hill, NJ

Administrative Assistant, Summer 20XX

- Updated and maintained advertising websites.
- Compiled information for reports.

ACTIVITIES

Member, Association of International Relations, Rutgers

University Member, Rutgers University Student Assembly

SKILLS

Computer: Microsoft Office (Word, PowerPoint, Excel)

Language: Intermediate Spanish