

# First M. Last

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## EDUCATION

Muhlenberg College Allentown, PA  
Bachelor of Arts: Major: **Psychology** | GPA:3.25 May 2019  
Minor: **Business**

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## RELEVANT EXPERIENCE

Name of Company Point Pleasant, NJ  
**Intern, Human Resources Department** June – August 2018

- Worked as part of a team in recruiting for various positions throughout a 150-person printing company
- Researched and identified professional associations and other groups to expand outreach for new recruiting efforts
- Conducted interviews with prospective entry level employees and assisted in making hiring decisions
- Used applicant tracking system, Paycom to post open positions, view applications, and communicate with applicants

Name of Company Atlantic City, NJ  
**Intern, Human Resources Department** May – August 2016

- Assisted with human resource tasks including writing job advertisements, analyzing resumes, and conducting interviews
- Researched and designed an employee satisfaction survey to ensure employee productivity

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## ADDITIONAL INTERNSHIP EXPERIENCE

Sheppard Pratt: Outreach at The Center for Eating Disorders Atlantic City, NJ  
**Intern, Outreach Department** June – August 2017

- Assisted in planning and preparation for the fall symposium, a conference with over 200 attendees coordinating 10 speakers
- Compiled new hire information packets providing new hires with resources for local venues

Flower Shop Point Pleasant, NJ  
**Intern, Marketing Department** April 2014 – June 2014

- Improved the website adding in images and options for new arrangements at a small flower shop
- Created new web pages to assist in making the user experience easier to find products

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## LEADERSHIP ACTIVITIES

Business and Economics Club August 2015 - present  
Alpha Phi Omega Service Fraternity January 2016 - present  
Phi Mu Sorority Academic Excellence Committee September 2016 - present  
Hillel Freshman Engagement Committee October 2016 - present

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## WORK EXPERIENCE

**Cashier**, Greetings and Readings, Hackensack, NJ May – August 2017

- Welcomed customers as they entered the store

**Associate**, Flowers and Fancies, Point Pleasant, NJ July 2014 - August 2015

- Attended special events, helped with set up, promotion, and ensured customer satisfaction.

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## SKILLS

Microsoft Office: Excel, Word, PowerPoint | Applicant Tracking System, Paycom