

Please update this model with your own information and remember to include total hours spent on each project.

YOUR NAME

youremailaddress@server.com

(435) 123-4567

EDUCATION

Major: English; **Minors:** Spanish and communication studies

2020-21 Utah State University, Logan campus (expected graduation: Spring 2023)

2019-20 Snow College, Ephraim, UT

HONORS COURSES

2nd year English 2010 (H), **3 credits** (invited to join an Honors section of this course)

1st year Honors Creative Arts (Course name/number): **3 credits**

1st year Honors Biology (same as above), **3 credits**

ACADEMIC AWARDS and HONORS

2nd year USU A-pin for academic achievement

2nd year Dean's list, USU College of Humanities and Social Sciences

1st year Honors Program Scholarship, Snow College Honors Program

LEADERSHIP ROLES

1st year Student Body Officer, Snow College

ACADEMIC and WORK EXPERIENCES

2nd year **Volunteer Marketing Project for Cache Food Pantry, 100 hours total**

- **TASKS:** Designed web content and marketing materials for local food pantry based on interviews of current employees, work with focus groups, and evaluation of results from this work
- **VALUE:** *This project engaged me with my community and allowed me to use communication, writing, and design skills to support a cause that matters to me. My work at the CFP increased engagement with their website by 50% and resulted in a 10% increase in visits to the food pantry over a two-month period. Employees were excited by these results, and I saw the impact that web-design work could have on a non-profit organization.*

2nd year USU International Alternative Break: Guatemala, **1 credit, 100 hours total**

- **TASKS:** Assisted students with homework and organized after-school activities, in conjunction with PRODESENH, a community-based organization that aims to help students graduate from high school
- **VALUE:** *This trip allowed me to collaborate with other USU students in helping Guatemalan students to compete and succeed in school.*

2nd year **Undergraduate Research Assistant, 10 hours/week; 150 hours total**

- **TASKS:** Assisted Dr. Smith in analyzing the influence of white space on website reading comprehension by recruiting and running student focus groups, helping to design and administer comprehension tests, and drafting an initial analysis of results

- **VALUE:** *This project allowed me to develop research, leadership, and analytical skills and to manage a study with the help of a mentor. Not only did this project help to advance my professor's research agenda, but it also will potentially help many students, since Dr. Smith plans to apply our findings to an update of the departmental website. I learned a great deal about how to use white space in positive ways, and I believe that this work will help me to design websites that communicate more effectively with all users in the future.*

1st-2nd years

Office Assistant, USU Department of English, **10 hours/week, 600 hours total**

- **TASKS:** Filing and data organization, customer service, and departmental social media
- **VALUE:** *This job helped me to understand the workings of my major department.*

1st year

Internship at ABC Company, **30 hours/week; 360 hours total**

- **TASKS:** Edited marketing materials, contacted clients, managed data, and completed basic project research
- **VALUE:** *This internship allowed me to network with professionals in my future field and to practice writing and design skills that extend what I am beginning to learn in my major.*