

<p>Name (In bold face; 13 point font)</p> <p>Permanent address</p> <p>Cell phone number</p> <p>Email address: gmail preferred</p>
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Summary of Qualifications: Include here who you are and what you are looking for. Tie in their requirements to your summary. If bi-lingual, indicate it here.

Education	
Name of College, Location	Expected Year of Graduation
Degree, major; minor if supports THIS position	
GPA (if >3.0 OR unless asked)	
Awards: Dean' s List; other awards specific to you and academically related	
% of education self-financed if > 50% (no mention of High school)	

Related Experience: (list your activities- paid or unpaid- that relate to the position you are applying for.)	
Employer, Location	Dates (no months)
<u>Title</u> ; one line description if needed	
<ul style="list-style-type: none"> Do not include bullets to quantify your accomplishments UNLESS it supports THIS position OR if you have enough space that you do not exceed one page 	

Other Work Experience: List all other part-time jobs chronologically.	
Employer, Location	Dates (no months)
<u>Title</u> ; one line description if needed	
<ul style="list-style-type: none"> Do not include bullets to quantify your accomplishments UNLESS it supports THIS position OR if you have enough space that you do not exceed one page 	
Employer, Location	Dates
<u>Title</u> ; one line description if needed	
<ul style="list-style-type: none"> Do not include bullets to quantify your accomplishments UNLESS it supports THIS position OR if you have enough space that you do not exceed one page 	

Selected Accomplishments or Skills	
Include here extracurricular activities, school clubs, foreign languages if not included above. Do not include Microsoft Office unless it's listed in the position description	
<ul style="list-style-type: none"> Regis College, Student Newspaper Reporter and Editor (links to your work) 	2010-2012

Rules of the Road for Resumes:

- ✓ 11 point (minimum) and easy to read font
- ✓ Lots of white space; use bold face and bullets appropriately
- ✓ NO TYPOS; have someone else proof read it
- ✓ One page only
- ✓ Be flexible: you may have more than one version depending on the job or situation
- ✓ Be sure to quantify your accomplishments as they pertain to this position
- ✓ Save as a pdf file

Please visit the Center for Internships and Career Placement if you have questions:

College Hall 209

781-768-7271

John H. Adams

10 Main Street
Anytown, MA 02493
Cell Number
Gmail address

SUMMARY

Highly motivated college student with background in Communications and Business Management seeking Public Relations Internship for summer 2014.

EDUCATION

Regis College, Weston, MA May, 2016
Communications major; Management and Leadership minor

3.66 GPA

- Regis College Academic Achievement Award, 2013
- Dean's List, 2012-2014
- Honors Program, 2012-2014
- Member, Regis College Soccer Team

EXPERIENCE

Regis College Men's Soccer Team Impact 2012-present

Student Representative and Team Coordinator

- Represent Lacrosse Team in partnership with Team Impact, a program created to improve quality of life for special needs children

Regis College Co-Curricular Task Force 2012-2013

Student representative

- Created a model and developed requirements for Co-Curricular course accreditation

NCAA Student Athletic Advisory Committee 2012-present

Student Representative

- Determine Spending of Committee Funding
- Provide feedback to Administration on the current student-athlete experience

Regis College Quantitative center

Math Tutor

2013-present

Pizza Barn Ossipee, NH,

Cook

Summer, 2013

SELECTED ACCOMPLISHMENTS

Volunteer, Boys and Girls Club, New Hampshire 2012-2013

Recipient, Eagle Scout Award 2010