

# FIRST MIDDLE INITIAL LAST NAME

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(716) 555.5555

Current Address:

P.O. Box 1234

St. Bonaventure, NY 14778

Permanent Address:

5555 Francis Lane

Rochester, NY 14444

## Education

**St. Bonaventure University, St. Bonaventure, NY**

*Bachelor of Business Administration; Finance*

GPA: Major 3.50/4.00, Overall 3.75/4.00

Relevant College Coursework: *Introduction to Financial Accounting,*

*Calculus for Management & Social Sciences, Microeconomic Principles*

Anticipated date: May 20XX

**Brighton High School, Rochester, NY**

*Regents Diploma with Honors*

June 20XX

## Honors

**Dean's List, St. Bonaventure University**

**"Best Extemporaneous Spoken Spanish Award" Recipient**

**Selected Senior, "Most Likely to Succeed", Brighton High School**

**National Honor Society Member**

Fall 20XX

October 20XX

20XX

20XX-20XX

## Leadership

**Captain, Brighton High School Basketball Team; Brighton, NY**

- Successfully managed both academic & sport schedules
- Led team to win state championship title
- Awarded *Most Valuable Player*

20XX-20XX

**President, Brighton High School Senior Class; Buffalo, NY**

- Directed Fall Homecoming Weekend (supervised 25 volunteers and provided oversight to catered dinner, dance, publicity and related events)
- Co-managed class fund raising with Vice President (raised \$1,500 for school events)
- Served as student representative on High School Discipline Committee (helped establish behavioral guidelines and heard discipline cases)

20XX-20XX

## Activities/Service

**College:**

**Volunteer, Warming House Soup Kitchen**

**Member, Students for the Mountain**

**High School:**

**Tutor, Community Tutor Program**

**Volunteer, 'Feed the Poor Campaign'**

## Employment

**Playground Supervisor, Rochester Division of Public Parks; Rochester, NY** Summers, 20XX-20XX

- Supervised playground and activities for children K-6
- Planned daily activities for children
- Ensured cooperative and constructive interactions

## Skills

**Transferable**

*Leadership and teamwork abilities*

*Excellent written and verbal communication skills*

*Fluent in Spanish*

**Computer**

*Comprehensive knowledge of Microsoft*

*Office: Word, PowerPoint, Excel*

*Adobe Photoshop*