**[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