# **Jane A. Doe**

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# EDUCATION

**West Virginia University –** Morgantown, WV May 20XX

John Chambers College of Business and Economics GPA: 3.9

Bachelor of Science in Business Administration

Major: **Management (HR Emphasis)**Minor: **Leadership Studies**

# INTERNSHIP EXPERIENCE

**Human Resources Intern** Month 20XX**–**Month 20XX

Mon Health **–** Fairmont, WV

* [Begin with action verb; focus on your accomplishments, results, and how you added value]
* Co-designed and distributed an employee engagement survey in Qualtrics targeting 2,700 exempt and non-exempt employees
* Facilitated 15+ focus-groups with production teams and engineering groups to obtain feedback on the survey itself as well as discuss implications of the results
* Analyzed the survey results, created a dashboard in Power BI, and presented to senior leadership
* Benchmarked innovative ways to attract and retain Gen Z talent through a regional SHRM event

# WORK EXPERIENCE

**Career Development Graduate Assistant** Month 20XX**–**Present

WVU Chambers College of Business and Economics **–** Morgantown, WV

* [Begin with action verb; focus on your accomplishments, results, and how you added value]
* Create reports for salary and placement data of all College programs in alignment with NACE and AACSB accreditation standards
* Coach 20 undergraduate and graduate students weekly on resumes, cover letters, and interview skills
* Deliver 35 class presentations per semester to create awareness of Center programs and services

**Server** Month 20XX**–**Month 20XX

Oliverio’s Ristorante **–** Morgantown, WV

* Ensured crew members met product quality, service speed, cleanliness, and food safety standards
* Supported General Manager by working with each department manager to set goals, follow up on progress, and provide coaching and direction to improve

# LEADERSHIP AND CAMPUS ENGAGEMENT

**Treasurer** Month 20XX**–**Month 20XX

Kappa Delta Sorority **–** Morgantown, WV

* [Begin with action verb; focus on your accomplishments/results & how you exemplified leadership]
* Lead executive board meetings to establish an annual budget for the academic school year

**Recruitment Chairman** Month 20XX**–**Month 20XX

Delta Sigma Pi **–** Morgantown, WV

* Created and executed a recruitment strategy that attracted 50 new members and achieved a new-member retention rate of 90%
* Hosted employers and alumni on campus to speak during weekly meetings

# TECHNICAL SKILLS

**Data Visualization:** Power BI