

Sample Resume – LIBERAL ARTS

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OBJECTIVE: Seeking a position in an international non-governmental, non-profit agency.

STRENGTHS

- **Communication:** Oral and written command of the English language—grammar, syntax, spelling, punctuation. Fluent in German.
- **Computers:** Windows, Microsoft Office, Pagemaker, Publisher
- **Analytical Skills:** Problem solver; troubleshooter; research experience, curious mind.
- **Personal Attributes:** Leader, articulate, quick-thinking, imaginative, excellent interpersonal skills,

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Arts Degree in English, May 20xx
Minor: **History/Political Science** GPA 3.2/4.0

UNIVERSITY OF BONN, Germany Fall, 20xx
Year Abroad, All classes in German language
Liberal Arts and German Language Study

WORK EXPERIENCE

- Summers/P-T
'xx-'xx
- SMITH APPLIANCE AND SERVICE, Milwaukee, WI
Receptionist/Customer Service
* Answered phones, directed calls, took repair orders.
* Kept database updated.
* Installed and troubleshoot programs on computer.
* Proofed all of Manager's correspondence.
- Summers/P-T
'xx-'xx
- KELLY'S RESTAURANT, Milwaukee, WI
Waiter/Night Manager
* Worked two summers and holidays.
* Promoted to Night Manager.
- Summer 'xx
- YMCA, Milwaukee, WI
Summer Youth Leader
* Organized games and outings for inner-city children.
* Worked with schools to bring children into program.

VOLUNTEER EXPERIENCE

- P-T
20xx
- CHILDREN'S CLINIC, Milwaukee, WI
Social Worker's Assistant
* Assisted in administering psychological tests
* Made appointments for testing

AWARDS/ ACTIVITIES

Marquette Scholarship, three years
Dean's List, two semesters
Intramural Basketball, three years

References Available Upon Request