

# Student Example

City, State | Email | Phone Number

## Professional Summary

---

Motivated college student with strong problem-solving, communication, and organizational skills. Demonstrates reliability, willingness to learn, and the ability to adapt quickly in fast-paced environments. Seeking opportunities to gain hands-on experience and contribute to a team while developing new professional skills.

## Skills

---

- Proficient in Microsoft Office Suite
- Social media management
- Basic graphic design (Canva)
- Research, analysis, and data entry
- Customer service and conflict resolution
- Basic HTML and CSS
- Conversational Spanish

## Education

---

Lakeland University | Plymouth, WI

May 2028  
GPA: 3.5/4.00

- Relevant coursework: First-Year Seminar, Writing/Communication, Intro to Technology
- Dean's List

## Experience

---

Front Desk Assistant | Harborview Community Center | Sheboygan, WI

June 2024 – August 2024

- Greeted visitors, answered questions, and provided information about center programs
- Managed scheduling requests and updated digital calendars to support staff efficiency
- Assisted with organizing community events, improving participation and communication

Sales Associate | Lakefront Market | Sheboygan Falls, WI

March 2023 – May 2024

- Helped customers locate products and processed purchases with accurate cash handling
- Restocked merchandise and maintained clean, organized displays to enhance customer experience
- Assisted with inventory counts and data entry to ensure accurate records

## Involvement

---

Football Team | Plymouth, WI

August 2024 – Present

- Participate in team practices, games, and conditioning sessions to support athletic performance
- Develop strong teamwork, communication, and leadership skills through competitive play

Alpha Phi Omega Fraternity – Member | Plymouth, WI

September 2024 – Present

- Engage in service-based projects and volunteer events supporting campus and community needs
- Assist with organizing meetings, recruitment activities, and chapter initiatives

History Club | Plymouth, WI

September 2024 – Present

- Participate in meetings, discussions, and educational events related to historical topics
- Contribute to club projects, museum trips, and campus outreach activities