

## SAMPLE STUDENT

Palatine, IL 60067

847.555.5555

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

[www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

---

## HUMAN RESOURCES

Strong understanding of human resources principles and practices, including recruitment, employee relations, and benefits administration. Excellent communication and organizational skills, with the ability to maintain confidentiality and handle sensitive information. Maintain a high level of professionalism in all interactions. Strong technical skills including data entry, Microsoft Office Suite and ability to learn new software and systems.

## EDUCATION

Harper College, Palatine, IL

Associate in Applied Science: Business Administration Degree-

Human Resources Management

Anticipated Graduation May 20xx

Kappa Beta Delta

## RELEVANT COURSEWORK

Principles of Management

Human Resources Management

Employment Law

Training and Development

Business Law

Organizational Behavior

## SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook

Social Media: LinkedIn, Twitter and Facebook

Adobe Photoshop

Fluent in Spanish and English

## EXPERIENCE

Harper College, Palatine, IL

**Human Resources Department - Student Aide**

September 20xx to Present

- Copy and file office paperwork, answer phones and assist callers using strong organizational and communication skills
- Make deliveries around campus to ensure confidential paperwork reaches proper offices
- Assist with special projects using social media and graphic arts skills

## VOLUNTEER EXPERIENCE

District 214 Community Education Program, Arlington Heights, IL

**Adult Literacy Tutor**

April 20xx to August 20xx

- Worked one-on-one with adult students to improve basic reading and writing skills
- Bolstered students' social, communication and prevocational skills by offering opportunities to establish mentoring relationships

## PROFESSIONAL MEMBERSHIPS

Society for Human Resource Management (SHRM) | Student Member

October 20xx to Present

Professionals in Human Resources Association (PIRHRA) | Student Member

March 20xx to Present