

HISTORY T. MAJOR

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OBJECTIVE

To obtain the Archives Assistant position with ABC Historical Society.

EDUCATION

Bachelor of Arts in History

The University of Kansas

- Completed Global Awareness Program
- GPA: 3.5/4.0

Expected: May 20xx

Lawrence, Kansas

RELATED EXPERIENCE

Law Intern, Bryce, Lowell & White, Washington, D.C.

Summer 20xx

- Conducted research and assisted with the preparation of legal cases for employment civil rights lawsuits often focused on gender and race discrimination
- Synthesized deposition testimony, indexed documents, and proofread legal briefs for the managing partner

Study Abroad, International Education Exchange, Guanajuato, Mexico Fall 20xx

- Completed an intensive study of Mexico's history, customs, traditions, politics, and religion
- Performed research regarding public opinion of foreign media influence on national culture
- Participated in volunteer activities at local orphanages, homeless shelters, and elementary schools

Circulation Assistant, Illinois Historical Society, Springfield, IL

Summer 20xx

- Navigated multiple database and web based tools to assist clients and inventory collections
- Responded to a wide range of client questions using sensitive humor and good will
- Assisted director with the coordination of public events as needed

TECHNICAL SKILLS

Languages: Spanish (proficient), Portuguese (conversational), French (conversational)

Computer Software: MS Office, Adobe Photoshop, Illustrator, PageMaker

ADDITIONAL EXPERIENCE

Server, Sunroom Café, Lawrence, KS

January 20xx-Present

Student Assistant, University of Kansas, Computer Lab, Lawrence, KS

August 20xx-May 20xx

Assembly Line Worker, ABC Company, Springfield, IL

Summers 20xx-20xx