

First name Last name

student@moravian.edu

610-555-5555

EDUCATION

Moravian College, Bethlehem, PA

Bachelor of arts in Political Science, May 20XX

Minor: Women's, Gender, and Sexuality Studies

GPA: 3.5

Dean's List: Fall 20XX

WORK EXPERIENCE

America Reads Tutor, *Moravian College*, Bethlehem, PA, August 20XX – present

- Assist kindergarten and 1st grade students at local elementary school with homework assignments and content comprehension in individual and small group settings

Front End Associate, *Giant*, Phillipsburg, NJ, May 20XX – August 20XX

- Provided excellent customer service and handle customer complaints
- Assisted in orientation for new associates and work between departments as needed
- Operated cash register and handle transactions

French Tutor, *Local High School*, Bethlehem, PA, August 20XX – May 20XX

- Provided private tutoring twice weekly to two high school sophomores taking elementary French
- Developed lessons and activities to teach students proper pronunciation and grammar
- Helped students improve French conversation skills and increase test scores by 20 percent

COMMUNITY INVOLVEMENT

Volunteer, *The 1742 Experience*, Bethlehem, PA, August 20XX

- Participated in week-long volunteer experience with over 10 incoming first-year students
- Utilized teamwork skills while engaging in service at over 5 different community partner sites

CAMPUS INVOLVEMENT

Member, Environmental Coalition (ECO), Bethlehem, PA, August 20XX – present

Member, Political Awareness Coalition (PAC), Bethlehem, PA, August 20XX – present

SKILLS

Language: French (fluent)

Computer: Proficient in Google applications, Microsoft Suite