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| **Student Name** | **XXX Lansing Drive, East Lansing, MI email@msu.edu · (517 )XXX-XXXX** |

##### OBJECTIVE: To obtain a Human Resources internship with \_\_\_\_that will utilize my excellent interpersonal skills and problem solving abilities to assist in exceeding your organization's goals.

##### EDUCATION

##### Michigan State University Expected 2012

* Bachelor of Arts in Psychology, Minor in Sociology; 3.5/4.0

***Universidad de San Francisco de Quito* May 2010 – July 2010**

* International Study Abroad; Cumbaya, Ecuador

##### WORK AND VOLUNTEER EXPERIENCE

**Administrative Assistant, Lake Marina May 2005 – August 2012**

*Lake City, MI*

* *ACTION VERB + what you did + numbers if possible (how many people, dollar amount) + measurable impact*
* Trained 21 new hires on administrative tasks and rental procedures
* Provided prompt and comprehensive customer service, exceeding site sales goals by 18% during 2012

**Graduate Assistant, MSU Varsity Alumni Association May 2011 – August 2011**

*East Lansing, MI*

* *ACTION VERB + what you did + numbers if possible (how many people, dollar amount) + measurable impact*
* Led team of 12 to analyze 10,000+ pieces of member data, increasing Association membership by 85% in Spring 2013
* Assessed marketing, communications and branding strategies, providing recommendations to senior staff

**Human Resource Intern, Madrid Social Projects June 2010 -Aug 2010**

*Madrid, Spain*

* *ACTION VERB + what you did + numbers if possible (how many people, dollar amount) + measurable impact*
* Interviewed and wrote job descriptions for 15 positions to ensure essential job qualifications and person specifications were met in the future
* Selected 30 out of 1,000 profiles from an online database to phone screen for possible interview opportunities
* Translated company website along with Nike Soccer advertising pitches into English to help launch company in United States

**HONORS, SKILLS AND ACTIVITIES**

* ***Financial Officer,*** Graduate Association; MSU Chapter**November 2012 – Present**
* ***Docent***, Potter Park Zoo; Lansing, MI **November 2010 – Present**
* ***Participant***, Freshman Study Abroad, South Africa **Fall 2009**
* ***Bilingual***: Spanish