

Your Name

123 Fourth Street
Hays, KS 67601

(785) 625-5555
name@mail.fhsu.edu

EDUCATION

Bachelor of Arts in History, May 20XX

Minor: **Political Science**

Fort Hays State University, Hays, KS

GPA 3.6 on a 4.0 scale

QUALIFICATIONS

- Bilingual in German
- Excellent leadership qualities with strong organizational and management skills
- Computer experience with Microsoft Office; Adobe Creative Suite

INTERNSHIP EXPERIENCE

Archival Assistant Intern, August 20XX - December 20XX

Ellis County Historical Society, Hays, KS

- Handled encapsulation of documents and documentation of accession for new collections
- Indexed obituary records and developed trivia hunts

EMPLOYMENT HISTORY

Reference Librarian/Student Assistant, January 20XX - Present

Forsyth Library, Fort Hays State University, Hays, KS

- Utilize resources including internet and databanks to assist patrons in finding material within the library
- Catalog books and materials for the reference department
- Assist librarians with clerical matters such as copies, typing, and looking up material

Office Clerk, January 20XX - December 20XX

Adams, Brown, Beran & Ball, Hays, KS

- Prepared client files, data entry, and book reconciliation
- Prepared individual and corporate/ partnership tax forms
- Issued financial statements for clients (i.e., W-2 or 1099)

ACTIVITIES / ORGANIZATIONS

- **Secretary**, History Club, Fort Hays State University
 - Responsible for scheduling meetings, taking and distributing minutes, and assisting with fundraising events
- Phi Alpha Theta (National History Honor Society)
 - Worked as part of a team in coordinating annual activities such as bingo, movie nights, etc. to increase member engagement

HONORS / AWARDS

- Fort Hays State University Dean's Honor Roll
- Outstanding Undergraduate Research Award
- History Departmental Award
- Corwin and Mabel Smith Scholarship
- Hays City Scholarship

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EDUCATION

Master of Arts in History, May 20XX
Fort Hays State University, Hays Kansas
GPA 3.85 on a 4.0 scale

Bachelor of General Studies, May 20XX
Concentration: **Historical Studies**
Fort Hays State University, Hays Kansas

STRENGTHS/ SKILLS

Excellent critical thinking and analytical skills
Proficient research abilities
Strong public speaking skills
Developed sound writing abilities
Good organizing abilities

RELATED EXPERIENCE

History Graduate Teaching Assistant, August 20XX-Present
Fort Hays State University, Hays, Kansas

- Lecture for some World Civilization and U.S. History classes
- Provide tutoring to undergraduates
- Assist faculty with grading projects and exams

Historic Tour Guide, May 20XX-Present
Kansas Historical Society, Hays, Kansas

- Provide historical guided tours of Historic Fort Hays to school groups and community members
- Answer tourists questions
- Assist with customer service and cashier duties in the gift shop

OTHER EXPERIENCE

Resident Assistant, August 20XX- May 20XX
McMindes Hall, Fort Hays State University, Hays, Kansas

- Served as a peer mentor and mediated conflicts between residents
- Completed inventory and safety checks on a weekly basis
- Confronted and dealt with policy infractions, as well as developed and implemented programs for 50 residents

ACTIVITIES/ COMMUNITY INVOLVEMENT

History Club, Fort Hays State University
VIP Student Ambassador, Fort Hays State University
Volunteer, Development Services Northwest Kansas
Volunteer, Hays Humane Society