

# Your Name

600 Park St.  
Hays, KS 67601

(785) 555-5555  
name@yahoo.com

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## EDUCATION

**Bachelor of Arts in Philosophy**, May 2017  
Fort Hays State University, Hays, Kansas  
GPA 3.65 on 4.0 scale

## RELEVANT COURSEWORK

Philosophy of Knowledge	Introduction to Ethics
Biblical Studies	Economic Ideas and Current Issues
Introduction to Leadership Concepts	Political Philosophy

## QUALIFICATIONS

- Familiar with Microsoft Word, and Excel; Internet Explorer; Mozilla Firefox
- Excellent Organizational, Communication, Analytical, Problem Solving and Teamwork skills.

## INTERNSHIP EXPERIENCE

**Youth Pastor/Secretary Internship**, January 2016-Present  
First United Methodist Church, Logan, Kansas

- Organize and direct youth group activities
- Type bulletins, newsletters, etc. and answer telephone
- Participate in all board meetings
- Implemented JRCYO summer camp

## WORK EXPERIENCE

**Office/Sales Associate**, November 2014 to December 2015  
The Buckle, Hays, Kansas

- Sales Audit, data entry, supply ordering, filing
- Managed and authorized overrides, returns, voids

**Clerk**, August 2013-December 2015  
Cerv's, Hays, Kansas

- Oversaw the upkeep and functioning of the convenience store
- Handled and recorded sales

## COMMUNITY SERVICE/VOLUNTEER EXPERIENCE

Hays Area Children's Center  
Tigers in Service  
Habitat for Humanity

## REFERENCES

Provided Upon Request