

# Your Name

555 Indian Trail Road  
Hays, KS 67601

(555) 555-5555  
tigers@hotmail.com

---

## Education

**Bachelor of Science in Psychology**, May 2017  
Fort Hays State University, Hays, KS  
GPA: 3.89 on 4.0 scale

## Qualifications

- Computer Experience in Microsoft Word, PowerPoint, Excel, and Windows
- Strong organizational, interpersonal, problem solving, and teamwork skills
- Bi-lingual in Spanish

## Relevant Courses

- Abnormal Psychology
- Perception
- Applied Statistics in the Behavioral Sciences
- Experimental Psychology Lab
- Child and Developmental Psychology
- Psychology of Aging

## Employment History

**Student Assistant**, August 2015 – Present  
Forsyth Library, Fort Hays State University, Hays, KS

- Provide office support as needed
- Email students when their books are in
- Prepare book orders for students and check out books
- Send out over due notices to students

**Office Assistant**, Summers 2014-2015  
Colorado State Parks, Colorado Springs, CO

- Handled data entry for boats and ATVS
- Sold park passes and fishing licenses
- Answered phones and worked the front desk

**Nanny**, August 2014 – May 2015  
Smith Family, Hays, KS

- Took kids to various sporting practices and games
- Provided complete supervision including meal preparation, entertainment, and companionship

## Community Service/Volunteer Experience

- Tutor- Hays High School
- Big Brothers, Big Sisters
- Tigers in Service

## References

Available upon request

# Jamie Justice

555 S. 110 Road  
Hays, KS 67601

justice@scatcat.fhsu.edu

(785) 555-5555  
(785) 555-5555

---

## CAREER OBJECTIVE

To earn a Masters in Psychology and pursue a career in the psychology field

## EDUCATION

**Bachelor of Science in Psychology**, December 2016  
**Bachelor of Science in Criminal Justice**, December 2016  
Fort Hays State University, Hays, KS  
Certificate: **Case Management**  
GPA: 3.75 on a 4.0 scale

## HONORS/ACTIVITIES

Dean's Honor Roll at FHSU, The National Dean's List, National Society of Collegiate Scholars (NSCS), Treasurer  
PSI CHI, National Psychology Honors Society  
PSI CHI/Psychology Club: Vice President and Treasurer  
Oral Presentation at Psychological Education and Research in Kansas  
Tiger Tots Volunteer  
Hospitality Committee at First United Methodist Church  
Co-chairmen of Hospitality Committee

## SPECIAL SKILLS

Excellent organizational, teamwork, leadership, and communication skills  
Computer experience with Microsoft Word, Excel, Access and PowerPoint

## WORK EXPERIENCE

**Personal Assistant**, May 2015-Present

Developmental Services of Northwest Kansas, Hays KS

- Teach disabled individuals life skills
- Perform various tasks required by management
- Organize outings for person served

**Initial Inspection**, August 2012-May 2015

Adronics Manufacturing Company, Hays, KS

- Operated welding equipment
- Organized and inspected products
- Worked in a wide variety of different areas of the manufacturing process

## COMMUNITY SERVICE/VOLUNTEER EXPERIENCE

- Tigers in Service
- Special Olympics
- Adopt a Mile