

Your Name Here

Phone number

Email

LinkedIn URL address (if available)

EDUCATION: *(add highest degree first)*

University of California, Merced

B.A. in History; minor in Anthropology

G.P.A. 3.7

Merced, CA

(to be completed May 2028)

STUDY ABROAD:

University

When?

RELEVANT EXPERIENCE: *(or can be WORK or PROFESSIONAL)*

UC Merced Kolligian Library

Student Assistant

Merced, CA

Aug. 2026-present

- Assist 50+ patrons daily in locating reference materials, answer inquiries
- Locate library journals for interlibrary loan program
- Review literature to catalog and maintain library collections
- Provide online research method strategies

INTERNSHIP EXPERIENCE:

Employer

Position title

City, state

Dates of the Internship

- Describe using **Action Verbs** + **Task/Skill** + **Results/Accomplishments**
- Describe using **Action Verbs** + **Task/Skill** + **Results/Accomplishments**
- Describe using **Action Verbs** + **Task/Skill** + **Results/Accomplishments**

SKILLS:

Computer: Microsoft Office Suite (Word, Excel, PowerPoint), Photoshop, Dreamweaver, Zoom and Skype Proficiency, SPSS, Python, etc

Languages: rank your fluency such as basic conversational, fluent, bilingual
CPR and First Aid certified

*(*Optional Sections Below)*

HONORS/AWARDS:

- Received “Honorable Mention” for “A review of 19th Century French History” research poster at UC Merced’s annual Research Day (April 2018)

RESEARCH EXPERIENCE: (add the lab name and/or professor if applicable)

PROFESSIONAL AFFILIATIONS: If you are a member only

COMMUNITY ACTIVITIES or VOLUNTEER EXPERIENCE:

LEADERSHIP EXPERIENCE: Club officer (Voted President of the History Club for 2018-19 academic year), student gov, tutor, mentor, athlete-team captain

PROFESSIONAL DEVELOPMENT: conferences, training, certificates, Forage

WORK HISTORY: (helps to combine experience if limited to a one-page resume)

Employer, *job title*, (location)

dates of hire