

SAMPLE SSHA RESUME GUIDE

Your Name Here

Phone number

Email

LinkedIn URL address if available

EDUCATION:

University of California, Merced

B.A. in History; minor in Anthropology

G.P.A. 3.7

Merced, CA

(to be completed May 2023)

High School (*only if a first-year scholar*)

G.P.A.

city, state

year

STUDY ABROAD

University

location

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

UC Merced Kolligian Library

Student Assistant

Merced, CA

Aug. 2020-present

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

RESEARCH EXPERIENCE:

INTERNSHIP EXPERIENCE:

Employer

Position title

City, state

Dates of the Internship

- **Description of what you did in the internship, use action verbs**

SKILLS:

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

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

HONORS/AWARDS:

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

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**

PROFESSIONAL DEVELOPMENT: **conferences, training, Forage**

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

Employer, job title, (location)

dates of hire