

YOUR NAME

first.lastname@selu.edu | 555-555-5555 | linkedin.com/in/firstlastname

EDUCATION

Bachelor of Arts in Criminal Justice

Southeastern Louisiana University (SLU), Hammond, LA

Minor: French

May 2022

GPA: 3.5/4.0

RELEVANT EXPERIENCE

Intern

May 2021-Present

Hammond Police Department, Hammond, LA

- Shadowed 5+ officers during multiple shifts to understand law enforcement best practices
- Collaborated with administrators to create Excel spreadsheet of training statuses of 20+ employees

Senior Staff Reporter

August 2020-Present

The Lion's Roar (SLU student newspaper), Hammond, LA

- Investigated 5+ stories each week by attending events, interviewing key individuals, and conducting online research
- Wrote and proofread 2 stories on sports, news, or arts and entertainment for weekly publication
- Consistently met deadlines to fact-check up to 15 stories per week

Administrative Assistant

May 2019-March 2020

Jane Doe Private Investigations, LLP, Hammond, LA

- Promoted from runner to administrative assistant in first 3 months due to excellent initiative
- Worked 20+ hours per week while enrolled in 18 credit hours, maintaining a high GPA
- Entrusted with receiving, recording, and depositing cash payments in excess of \$3,000

LEADERSHIP EXPERIENCE

Philanthropy Events Chair

August 2018-May 2019

Zeta Phi Beta Sorority Inc., Eta Lambda Chapter, Hammond, LA

- Oversaw team of 30+ throughout academic year to create and implement 13-hour event
- Created detailed plans for motivating participants throughout event that raised \$300,000+ for Children's Hospital

Mentor

March 2018-October 2018

Al's Pals Mentorship Program, Hammond, LA

- Tutored 5th grade students in underserved schools, resulting in noted behavioral improvements
- Incorporated simple and straightforward language to effectively convey complex concepts

AWARDS & HONORS

Dean's List, 3 semesters; James H. Morrison Excellence in Government Endowed Scholarship

SERVICE & INVOLVEMENT

Habitat for Humanity, French Club, International Festival Host

SKILLS

Microsoft Office Suite (Excel, PowerPoint, Word)