

# Sebastian Bennett

123-456-7890  
hello@reallygreatsite.com  
www.reallygreatsite.com  
@reallygreatsite

High-performing psychology major eager to join an innovative organization like Austen Tech, where I can apply my human resources knowledge and skills in a startup environment

## Education

**Bachelor of Science in Psychology**  
*Tresswood University, Grover Wood*  
Expected to graduate in 2025

**High School Diploma**  
*Cordale High School, Wolloughdale*  
2018 - 2021

## Relevant Experience

**Vice President**  
*Society of Psychology Students, Tresswood University Chapter*  
*June 2023 - Present*  
Introduces speakers at university chapter events and ensures all events are well-publicized. Assists the Secretary in preparing and submitting reports on chapter activities to the National Office. Supports various committees and officers.

**Human Resources Intern**  
*Kyobi Games*  
*April 2024 - October 2024*  
Assisted Human Resources team in various projects and initiatives. Supported daily management of employee files. Contributed to improving onboarding, integration, and offboarding processes.

**Administrative Assistant Volunteer**  
*The Savannah Foundation*  
*April 2022 - May 2023*  
Assisted with various office tasks, such as photocopying, mailing, and filing. Encoded employee and volunteer data into human resources information system. Answered telephone calls and email inquiries.

## Skills

- Working with productivity applications and collaboration software
- Academic writing, business writing, and public speaking
- Interpreting vast amounts of information and conducting research