

Fourth Year  
Sample Résumé

# Harry S Truman

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## Objective

Obtain Researcher II position at the Missouri State Archives

**Comment [A1]:** Make sure to update your contact information as it changes. You can remove "Local" and your old permanent address if you have moved out of your parents' house.

**Comment [A2]:** Update your objective section for each job to which you apply.

## Education

University of Missouri; Columbia, Missouri May 2012

Bachelor of Arts in History, Cum Laude, Emphasis in American History

- Minor in Political Science
- GPA: 3.79 , Dean's List eight of eight semesters
- Honors Diploma

**Comment [A3]:** Include Latin honors if you have fulfilled your college's requirements

## Work Experience

Missouri State Historical Society; Columbia, Missouri June 2011 - August 2011

Summer Intern

- Assisted staff in locating historical records from around the state
- Complied historical data on the Lewis & Clark Expedition through Missouri
- Processed historical Civil War document donations from twenty estates

**Comment [A4]:** It's important to update your work history.

University Bookstore; Columbia, Missouri September 2010 - May 2011

Assistant Floor Manager

- Managed floor associates when floor manager was not present
- Responsible for placing orders of over \$10,000 for low stocked merchandise
- Designed five seasonal window and floor displays

**Comment [A5]:** Make sure to change "Present" items to a date if they have now stopped.

**Comment [A6]:** Make sure that you update your work history to reflect promotions.

## Activities & Leadership

- Mizzou 39 April 2011
  - Honorary for top 39 students for University of Missouri
- Missouri Students Association Senate September 2009 - May 2012
  - Student Affairs Committee Chair May 2011 - May 2012
- College Democrats September 2008 - 2012
  - Vice-President May 2009 - 2010
- Phi Alpha Theta History Honorary Society May 2009 - May 2012
  - President May 2011 - May 2012

**Comment [A7]:** After students begin their fourth year even some college activities and awards are removed from the résumé.

## Awards & Honors

- Undergraduate Research Best Social Science Research Paper September 2010
  - "Missouri v. Mississippi: War of Americas Two Great Rivers"
- Excellence in Academics & Leadership Award April 2009
- University of Missouri Curators Scholar September 2008 - May 2012

## Skills

- Three full years of Spanish Language Course Work
- Word Processing through Microsoft Word and Corel Word Perfect
- Familiar with using databases such as: EBSCO Host, LexisNexis Universe, and JSTOR to locate historical data and scholarly works

**Comment [A8]:** To find a balance between education, work experience, activities, awards, and skills you may need to only include those relevant to the jobs you are seeking.