**Your Name Here**

City, State ● Phone number ● email@xavier.edu

**EDUCATION**

**Xavier University,** College of Arts and Sciences, Cincinnati, Ohio Expected Graduation Month Year

Degree (Bachelor of Arts/Science/etc.), Major

Minor: List minor here

**HUMAN RESOURCES/RECRUITING EXPERIENCE**

**Company/Organization Name-** City, State Month Year- Month Year

*Position Title*

* Using strong action verbs to start your bullet points, tell us what you did during your experience
* Focus on what is most relevant to the experiences you are applying for
* Consider sharing any technology that you used during this experience
* Remember to use numbers when possible to quantify your experience (e.g. how many social media platforms you managed, how many posts you created, how much your following/engagement rate increased)

**Company/Organization Name-** City, State Month Year- Month Year

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**CAMPUS INVOLVEMENT**

**Club/Group Name,** *Position Title* Month Year-Month Year

* If you had other responsibilities in your club/involvement experience beyond being a participant, feel free to add some bullet points detailing your role/responsibilities

**Club/Group Name,** *Member* Month Year- Month Year

**OTHER WORK EXPERIENCE (for other work experience that may not be as relevant)**

**Company/Organization Name,** City, StateMonth Year- Month Year

*Assistant Store Manager*

* Add bullet points if relevant, focusing on the transferable skills you gained in your experience