**Sample Widener Student**  
Widener University, Box 555, Chester, PA 19013 • (610) 555-1111 • samplewidenerstudent@widener.edu

**EDUCATION**

Widener University Chester, PA

**Bachelor of XXX in XXX** expected Month/Year

**Major:** History **Minor:** if applicable GPA: include if 3.0 or above

**Honors:** list honors programs and any other honors or scholarships if applicable

**Highlighted coursework:** (list 6-8 courses that are relevant to career interest; use the full name of these courses without course numbers)

**RELATED COURSEWORK**

**Name of Course** Widener University, PA

*Final Marketing Project* Dates enrolled in course

* Select courses to highlight that allowed you to create or learn something of value to employers
* Describe the course as though it were a job, listing tasks accomplishes and result of work
* Created, marketed and implemented “Poker Night” raised $500 for local non-profit organization
* Designed flyers and social media campaign to market event to campus and local community

**WORK EXPERIENCE**

**Name of Company** City, State

*Your title* Dates worked

* Begin each bullet with an action verb: manage, perform, create, provide, assist, etc.
* If work does not directly relate to your application focus on transferable skills all employers value
* Be sure to describe your job duties in a detailed, succinct manner; quantifying where possible; Ex:: Ensured the safety of approximately 30 girls, ages 9 to 11 years old during camp activities

**VOLUNTEER EXPERIENCE**

**Name of Company** City, State

*Your title* Dates volunteered

* This section might not pertain to everyone but volunteer experience is a wonderful addition
* Highlight transferable skills such as communication and teamwork learned through experience
* Served food to 75 homeless people as part of a 5-person team for 4 hours every other Sunday
* Communicated with patrons learning about struggles, offering empathy, support and encouragement

**LEADERSHIP AND ACTIVITIES**

**Oskin Leadership Institute, Widener University** September 2016 to December 2016

*Certificate holder*

* This section might not pertain to everyone but activities and leadership experience are important
* Explain leadership activities as though it were a job

**Widener University Student Government Association,** Dates involved

*Your title*

* Select experiences that are recent and relevant
* Listing skills learned, tasks accomplished and results of work

**SKILLS**

**Computer:** Excel, Publisher, Final Cut Pro  
**Language**: intermediate Spanish, conversational French