

SAMPLE RESUME ENTRY LEVEL

JANE SMITH

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Seeking Entry Level Position as a Corporate Recruiter

Diverse work, student leadership, and volunteer experience in fundraising, member recruiting, call center supervision, event planning, publicity, and childcare. Characterized as persuasive and sincere, perceptive at reading people and situations, and ambitious and goal focused, with a natural ability to recruit, train, motivate, and manage the performance of large teams. Technically proficient in Microsoft Office, social media, and iPhoto; possess strong writing and presenting skills; fluent in Italian.

EDUCATION

Princeton University | Princeton, NJ | Bachelor of Arts - Psychology **2015**
Overall GPA: 3.20, Nominated captain of the Class of 2011 Annual Giving Campaign

Episcopal Academy | Merion, PA **2011**
GPA: 4.00, Cum Laude Society; awarded *George T. Davis* prize for highest scholarship in rising junior class; president of Drama Club.

WORK AND STUDENT LEADERSHIP EXPERIENCE

Princeton University Tigercall | Princeton, NJ **2012-2015**
Student Division of Princeton University Annual Giving Office

Caller

- Brought in more than \$25,000 in donations for the Annual Giving Campaign.
- Awarded *Caller of the Month* in 2012 for outstanding stats, perfect attendance, and a positive attitude.

Panhellenic Council | Princeton, NJ **2013-2014**
Panhellenic President

Oversaw management of three sororities with a combined total of 469 members.

- Established and organized first Philanthropic Greek Week on campus involving inter sorority competition that raised more than \$3000, which was donated to UNICEF for the Haitian Relief Effort.
- Sole spokesperson representing three sororities to generate positive publicity about sororities with Princeton University leadership and media.

Princeton Disability Awareness | Princeton, NJ **2013**
Volunteer

- Worked on various afterschool activities with an autistic child every week in 2008 and 2009.
- Participated in yearly *Princeton Disability Awareness Down Syndrome Conference*, working closely with children with Down syndrome.

Service in Style | Princeton, NJ **2012**
Publicity Chair

- Led committee of eight to design publicity campaign for fashion show benefit for Autism Speaks and the Eden Institute, which involved creating a Facebook campaign, T-shirts, posters, and invitations.
- Doubled attendance from previous year while significantly increasing awareness of autism.
- Raised more than \$10,000, a 75% increase over the previous year.

ADDITIONAL EXPERIENCE

Nanny, full-time **Summers 2011-2013**
Cared for children ranging in age from newborn to six; handled all tutoring, life guarding, housework, activities, and cooking.

DEAUVILLE INN, Princeton, NJ **2012**
Waitress