**FirstName LastName**

email: [xxxxxxx@xyz.edu](mailto:xxxxxxx@xyz.edu)

PRESENT ADDRESS:

XYZ University

Hopedale, NY 11233

(555) 555-5555

PERMANENT ADDRESS

155 Essex Street

Anytown, CT 00000

(555) 555-5555

**EDUCATION**

**XYZ University**, Hopedale, NY

Candidate for Bachelor of Arts, May 2000

Major: Government 3.83 GPA Minor: Business 3.87 GPA **The Williams School**, New London, CT

High School Degree, June 1995

**WORK EXPERIENCE**

**Merrill Lynch & Co. Inc., New Haven CT, Summer 1999**

Completed a rigorous internship working closely with retail and institutional brokers examining US markets and industries. Researched and analyzed equities, derivatives, and bonds utilizing Merrill Lynch computer systems. **Hartford Superior Court, Hartford CT, Summer 1998**

Conducted in-depth project studying daily flow within the courthouse including data collection and analysis utilizing Microsoft Excel. Participated in data correction and filing in both criminal and civil case flow offices.

**ACTIVITIES/SERVICE**

**Social Integrity Board Chairman, *XYZ University*, Fall 1999 - Present**

Appointed by Student Government Association Executive Committee and confirmed by Student Senate as member of Social Integrity Board. Adjudicate and sanction students in violation of the XXX Student Codes of Conduct. Lead board members in delivering opinions and sanctions to students in hearings and written form. Conduct cases in close collaboration with Head of Residential Life and examine XXX's social policies and honor code. **Student Speakers Bureau Member, *XYZ University*, Fall 1998 - Present**

Allocate funds to various organizations throughout the XXX community to bring speakers to campus.

**COMPUTER SKILLS**

* Microsoft Office 2000
* Microsoft Excel
* Microsoft Access
* PowerPoint
* WordPerfect
* Lotus 1-2-3
* I.E. 4.0 and Netscape 4.6
* Adobe PhotoShop 5.0
* HTML/Web Publishing