

Sample Student- Federal

Fitchburg, MA | (978) 555-5555
samplestudent@student.fitchburgstate.edu

SUMMARY STATEMENT

- Highly motivated college senior majoring in History with a strong academic background
- Internship experience at the Social Security Administration
- Strong analytical and research skills

PROFESSIONAL SKILLS

Language: Spanish (intermediate)

Technology: Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite

OTHER WORK EXPERIENCE

Social Security Administration, Worcester MA

Intern

May - August 2023

\$18/hour, full-time internship

Supervisor: Sample Administrator 508-555-5555

- Conducted research and analysis on social security policies and programs
- Prepared reports and presentations summarizing research findings and recommendations
- Collaborated with team members to support various administrative tasks and projects

Marshall's, Leominster, MA

Sales Associate

September 2021 - May 2023

\$17/hour, part-time

Supervisor: Sample HR Rep, 508-555-5555

- Provided exceptional customer service by greeting and assisting customers in finding the perfect clothing items and accessories
- Operated the cash register and processed customer transactions accurately and efficiently
- Utilized product knowledge to answer customer questions and make recommendations
- Assist with inventory management tasks such as receiving shipments, checking stock levels, and conducting regular inventory counts

EDUCATION

Fitchburg State University, Fitchburg, MA

December 2025

Bachelor of Science in History

GPA: 3.6/4.0

Magna cum laude

Dean's List: Fall 2023, Spring 2024, Fall 2024, Spring 2025, Fall 2025

VOLUNTEER/COMMUNITY SERVICE

Boys and Girls Club of Fitchburg, Leominster and Gardner, Leominster, MA

Education volunteer

September 2021-present

- Tutored elementary school students in English and social studies in afterschool program

Boy Scouts of America, Fitchburg, MA

Eagle Scout

May 2021

Project: Community Garden Enhancement at Gateway Park

- Revitalized community garden space through construction of raised beds, installation of pathways, and addition of signage, enhancing accessibility and usability for residents of all ages and abilities
- Mobilized a team of volunteers to collaborate on project implementation, fostering a sense of community involvement and ownership in sustainable gardening practices
- Facilitated ongoing education and outreach initiatives to promote environmental stewardship and healthy living, ensuring the long-term sustainability and impact of the community garden within the local community