

STUDENT LEADER *résumé experience examples*

Orientation Leader, August 20XX and August 20XX

Student and Community Engagement

CAPITAL UNIVERSITY, Columbus, Ohio

- Served as a leader/mentor for a group of first year students at Capital University
- Facilitated discussions and group activities
- Supervised 20-30 students, and advised them on their transition to college life

Resident Assistant, Academic Year 20XX-20XY

CAPITAL UNIVERSITY, Columbus Ohio

- Assessed and responded to the needs of 30 residents
- Created, planned, and implemented educational, social, and community-building programs
- Acted as a liaison between residents and Department of Residence Life
- Counseled peers on personal, academic, and career concerns
- Managed various administrative duties including maintenance requests, incident reports, and room transfers.
- Responsible for the safety and security of the building on duty nights.

Peer Mentor, Smooth Transitions, Summers 20XX and 20XY

MULTICULTURAL AFFAIRS, Capital University

- Served as source of guidance for incoming students
- Tracked the individual progress of approximately 40 students throughout their entire first semester at Capital

Peer Mentor, Fall 20XX and 20XY

Smooth Transitions program, Capital University

- Mentor first-year students in transition from high school to college

Chair/Member, Academic Year 20XX-XY

Homelessness Awareness Week Planning Committee

CAPITAL UNIVERSITY, Columbus, Ohio

- Planned events to promote awareness of homeless in the U.S.
- Coordinated the Empty Bowls program
- Created fact sheets and displayed them on campus
- Educated students about policies affecting homeless persons in the U.S.
- Encouraged students to write their senators in support of policies that benefit homeless youth programming

Student Ambassador, September 20XX-Present

CAPITAL UNIVERSITY ADMISSIONS, Columbus, Ohio

- Provide tours for prospective students, help with events on campus and host overnight prospective students

Teaching Assistant, Fall Semester 20XX

POLITICAL SCIENCE DEPARTMENT, Capital University

- Developed lesson plans and interactive lectures for first-year Political Science majors
- Assisted in grading, writing and giving feedback on assignments

Reporter, Fall Semester 20XX

THE CHIMES (Capital University's student newspaper)

- Researched stories and conducted interviews
- Wrote 20 news, feature, editorial and/or sports stories

Writing Consultant/Peer Tutor, September 20XX-present

Academic Success

CAPITAL UNIVERSITY

- Trained as a College Reading and Learning Association (CRLA) Level I tutor.
- Tutored students in all disciplines and levels for writing in all courses.
- Communicated with faculty regarding student progress and development.

Supplemental Instruction Leader for Chemistry, August 20XX-present

Academic Success

CAPITAL UNIVERSITY

- Formulated curriculum-specific lesson plans to enhance students' understanding of chemistry concepts
- Led bi-weekly group sessions to supplement course lectures, specifically focusing on application of lecture content in a group collaboration format
- Attended the course lecture classes and assisted professor in teaching course concepts in an active learning style

Buckminster Fuller Society, *Nonpartisan student political debate organization*

Member since 2016, Vice President 20XX, President 20XX

- Organized Capital University Internship Fair
- Organizer of "Political Science Meet the Faculty Night"
- Lead organizational meetings and member committees

Student Assistant, September 20XX-Present

CAPITAL UNIVERSITY SPORTS INFORMATION, Columbus, Ohio

- Manage game-day and media operations for men's and women's soccer and tennis
- Create and update game programs and media guides
- Coordinate, supervise and train student workers
- Assist in daily office operations, including Web site news and scoring information
- Record statistics into Stat Crew program for football, soccer and basketball

Chapter President, May 20XX-Present

PUBLIC RELATIONS STUDENT SOCIETY OF AMERICA, Columbus, Ohio

- Plan and schedule biweekly events
- Oversee chapter budget and membership management
- Organize agenda for each meeting
- Liaison between chapter and national PRSSA
- Research various avenues to fund members for the regional PRSSA conference
- Organize social events for member recruitment and promotion of organization
- Organized and promoted chapter's Annual Etiquette Dinner

Chapter Publicity Chair, Academic Year 20XX-20XX

PUBLIC RELATIONS STUDENT SOCIETY OF AMERICA, Columbus, Ohio

- Promoted organization's biweekly meetings and other events
- Organized members to help with promotion of chapter

Co-Director, Summers 20XX and 20XX

Smooth Transitions

CAPITAL UNIVERSITY, Columbus, Ohio

- Planned and organized transitional orientation programs that provided a blend of social and college readiness activities
- Tracked individual progress of 40 students throughout their first semester
- Served as source of guidance for incoming students of diverse backgrounds
- Worked with students one-on-one as well as in groups to discuss ways in which they could overcome adversity

Student Member, 20XX-present

Public Relations Student Society of America, Capital University chapter

- Secretary/Treasurer, 20XX-XY
- Fundraising Chair, 20XX-XY

For complete resume guidelines, see How to Write a Resume, www.capital.edu/resume-guide