

CAREER SERVICES

Resume Sample

Your Name

New Brunswick, New Jersey | (609) 555-5555 | your.name@rutgers.edu | linkedin.com/in/yourname

EDUCATION:

Rutgers University – School of Management & Labor Relations, New Brunswick, NJ BA in Labor Studies & Employment Relations; Human Resource Management

May 20xx

GPA: 3.x Dean's List 20xx - 20xx

University of Rome, Rome, Italy

January – May 20xx

RELEVENT EXPERIENCE:

NJ State Department, Trenton, NJ

September 20xx – December 20xx

Investigation Intern

- Assisted state investigators on analyzing multiple labor cases on the basis of violation under state laws
- Wrote professional memorandums, settlements, and case reviews for investigators and charging parties
- Schedule interviews with witnesses, defendants and plaintiffs and attorneys

Law Firm, New York, New York

April 20xx – September 20xx

HR File Clerk

- Assisted Human Resources in organizing and managing 500+ active, new, and terminated employees by printing and filing documents such as I-9s, orientation packets, EEOCs, evaluations, memos, and more
- Created and organized a trackable file system for all terminated and active employee files

Block Staffing Services, East Brunswick, NJ

September 20xx – March 20xx

Human Resource Intern

- Sourced, conducted initial phone screens and recruited candidates, scheduled interviews and pre-employment tests, submitted background and E-verify checks
- Ensure timely and accurate input and update data in candidate database
- Professionally communicated with candidates, clients and executive management in special meetings, projects, sales pitches, and client site visits

Keane and Marlowe, LLP, New Brunswick, NJ

March 20xx – August 20xx

Legal Assistant

LEADERSHIP EXPERIENCE:

Rutgers University Dance Marathon (RUDM), New Brunswick, NJ Captain

January 20xx – May 20xx

- Increased fundraised donations 21% by coordinating events and partnering with local businesses, totaling \$12,000
- Created an action plan focusing on logistics of fundraising for over 2,000 registered dancers

Embrace Kids Foundation (Robert Wood Johnson Hospital), New Brunswick, NJ

January 20xx – present

RU4Kids Liaison

- Interact with children and families who have cancer or other blood related diseases
- Maintain highly classified patient information and report issues to the Director of Family Relations

Rutgers University Student Assembly, New Brunswick, NJ

April 20xx – present

SAS-Senator At Large

SKILLS:

G-Suites, Social Media (Facebook, Instagram, Twitter), Microsoft Suite, Canva, Fluent Spanish