

Sample Resume – Social Sciences Major

Carolyn D. Fleming

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Education:

University of Maine at Farmington

B.A., Political Science

GPA: 3.88; Dean's List Recipient

Farmington, Maine
Expected May 202XX

Government Experience:

Technical Writer Intern

Maine Department of Labor

May - August 20XX
Augusta, Maine

- Created and edited manual content for jobseekers in the Bureau of Unemployment Compensation
- Interviewed and analyzed data provided by Maine Career Center staff to determine the most important topics to be covered in jobseeker materials
- Assessed effectiveness of materials by benchmarking and evaluating them against jobseeker manuals produced in other states

Other Experience:

Library Aide III

Mantor Library, University of Maine at Farmington

September 20XX - Present
Farmington, Maine

- Staff reference desk independently to address patron concerns, questions, and solve problems that arise
- Mentor other student employees by helping them to learn aspects of the job and library and overcome challenges with their positions

Camp Counselor

Sunny Days Summer Camp

Summers 20XX - 20XX
Springfield, Maine

- Led and mentored 8-10-year-old girls by helping with social adjustment, understanding and following camp rules, and completing camp chores
- Designed and taught lessons in arts and crafts to all campers during daily activities

Leadership and Honors:

Captain, UMF Men's Varsity Soccer Team

Vice President, UMF History Club

Jill Schwab Underclassman Leadership Award

September 20XX - Present

January 20XX - Present

April 20XX

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References:

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