

SAMPLE STUDENT

Palatine, IL 60067

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HUMAN RESOURCES SPECIALIST

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science: Business Administration Degree –

Human Resources Management

Anticipated Graduation May 20xx

Phi Theta Kappa

RELEVANT COURSEWORK

Principles of Management

Employment Law

Business Law

Human Resources Management

Training and Development

Organizational Behavior

SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook

Fluent in Spanish and English

Social Media: LinkedIn, Twitter and Facebook

Adobe Photoshop

EXPERIENCE

Harper College, Palatine, IL

September 20xx to Present

Human Resources Department – Student Aide

- Copy and file office paperwork, answer phones and assist callers using strong organizational and communication skills
- Make deliveries around campus to ensure confidential paperwork reaches proper offices
- Assist with special projects using social media and graphic arts skills

VOLUNTEER EXPERIENCE

District 214 Community Education Program, Arlington Heights, IL

April 20xx to August 20xx

Adult Literacy Tutor

- Worked one-on-one with adult students to improve basic reading and writing skills
- Bolstered students' social, communication and prevocational skills by offering opportunities to establish mentoring relationships

PROFESSIONAL MEMBERSHIPS

Society for Human Resource Management (SHRM) –

Student Member

October 20xx to Present

Professionals in Human Resources Association (PIRHRA) –

Student Member

March 20xx to Present