

## FIRST NAME LAST NAME

City / State

Emailaddress@provider.com

Phone Number

www.linkedin.com/in/yourprofilenamehere/

### OBJECTIVE

A \_\_\_\_\_ position utilizing my \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ skills

### EDUCATION

**Bachelor of Arts in History**, May 20XX

Northern Illinois University, DeKalb, IL

Minor: **Anthropology**      GPA: **4.0/4.0**

### MUSEUM EXPERIENCE

**Curatorial Internship**, Tinker Swiss Cottage Museum, Rockford, IL, May 20XX – August 20XX

- Inventoried, numbered and cataloged more than 200 19<sup>th</sup>-century artifacts using PastPerfect computer collections software
- Accessed and organized more than 5 volumes of Tinker family archives corporate records
- Utilized Adobe Photoshop to document, re-house, and organize historic photographs

**Volunteer Docent**, Elgin Public Museum, Elgin, IL, November 20XX–January 20XX

- Conducted tours for groups of up to 25 school-age children, local community civic organizations, and the public for the seasonal “Touching on Traditions” exhibit
- Memorized 2-hour presentation on museum artifacts
- Promoted special exhibits to prospective visitors via email and web site advertisements

### ACTIVITIES AND AFFILIATIONS

**Vice President, NIU History Club**, DeKalb, IL, September 20XX–Present

- Coordinate presentations by guest speakers from local historical society and public museum
- Maintain club’s Facebook page: post relevant articles, events, and conferences; coordinate club membership directory through site

**Civil War Days Reenactment**, Dollinger Family Farm, Channahon, IL, October 20XX

**Civil War Days**, Lake County Discovery Museum, Wauconda, IL, July 20XX– July 20XX

**Phi Alpha Theta**, History Honors Society

### ACADEMIC AWARDS

Oscar Matasar Scholarship for History Majors, April 20XX

Jeannie A. Hains Endowment Fund–History, April 20XX

Outstanding History Student Award, December 20XX

### COMPUTER SKILLS

PastPerfect, Adobe Photoshop, Microsoft Word, Excel, PowerPoint

### ADDITIONAL EXPERIENCE

**Cashier/Stocker**, Butera Market, Elgin, IL, June 20XX–Present

- Promoted to cashier after multiple compliments and recommendations from customers
- Greet customers and provide friendly and knowledgeable customer service daily
- Employee of the Month, August 20XX & March 20XX