

FirstName LastName

Baltimore, MD - phone: (XXX) XXX-XXXX - email: tstudent@gmail.com - LinkedIn: (shorten link)

Education:

Bachelor of Arts, History

May 20XX

Towson University, Towson, MD

- Minor in English
- GPA: 3.5
- Secretary, Phi Alpha Theta Honor Society

Relevant Research Experience

History of Maryland from Colonial Times to Present

- Wrote a 10-page analytical paper, "The Chestertown Tea Party: Small Towns with Meaning"
- Visited small towns in Maryland, analyzing the spaces, detailing events, and learning about the people

Relevant Experience:

Archival Assistant

Sept. 20XX – May 20XX

B & O Railroad Museum, Baltimore MD

- Organized museum exhibits materials for school activities and other educational events
- Presented historical documents and toured student groups about the B & O Railroad dealing with historical curriculum with American History topics

Advance Placement Tutor

Sept. 20XX – May 20XX

Towson High School, Towson, MD

- Tutored 30 high school juniors and seniors in Advanced Placement World History
- Explained historical concepts and terminology to groups of advanced high school seniors
- Edited and supported students with Document Based Questions Essays as well as other historical question-based essays preparing for the Advance Placement World History Test

Work Experience:

Desk Assistant

Sept. 20XX – May 20XX

Cook Library, Towson University

- Perform administrative duties including fielding calls, filing paperwork, and assisting students with basic computer problems
- Secured materials dealing with library operations, signing in and out materials, and other secure materials with students and faculty daily

Skills and Certifications:

Technical Skills: Microsoft Office and Google Suite

Language Skills: Proficient in Spanish and German