Sample Resume Template for College Student Personnel Graduate Program Applicants

Please Note: Don't just copy this example—make the resume your own. This template is here to inspire you and help you format your experiences in a way that stands out. Think of this as a starting point to get your creativity flowing. Add your unique spin by highlighting the projects, experiences, and accomplishments that showcase what makes you a great addition to our program.

Your Full Name

[Your Address]   [Your Phone Number]   [Your Email Address]   [LinkedIn Profile or Personal Website]

Professional Summary

[Write a 2-3 sentence summary about your skills, experiences, and goals in student affairs. Focus on leadership, inclusion, and supporting student development.]

Example: Motivated student with experience in program coordination, student mentoring, and community engagement. Skilled in fostering inclusive environments and supporting student success through innovative programs and effective communication.

Education

[Degree Program] (e.g., Master of Science in College Student Personnel)
[University Name], [City, State] | [Graduation Date or Expected Date]
[Describe any relevant coursework or awards that apply to the field of student affairs]

[Undergraduate Degree] (e.g., Bachelor of Arts in Sociology)
[University Name], [City, State] | [Graduation Date]
[Describe any relevant coursework or awards that apply to the field of student affairs]

Professional Experience

[Job Title] (e.g., Resident Assistant)
[University Name], [City, State] | [Start Date - End Date]
[Describe your role and responsibilities using strong action verbs.]
[Highlight specific accomplishments or measurable outcomes.]

Example: *Coordinated leadership workshops for 50+ resident assistants, enhancing team collaboration and problem-solving skills; Implemented new engagement strategies, increasing resident participation by 20%.*

[Job Title] (e.g., Peer Mentor)
[University Name], [City, State] | [Start Date - End Date]
    [Focus on how you supported or guided others]
    [Emphasize transferable skills like advising or communication

Example: *Organized peer bonding activities to foster a sense of community and connection among mentees; Supported 20 first-year students in their transition to college by providing academic guidance and personal support.*

Leadership and Campus Involvement
[Role] (e.g, Club President)
[Organization Name], [City, State] | [Start Date - End Date]
    [Highlight leadership or organizational skills]
    [Include measurable results or impact you had in the role.]

Example: *Directed a team of 20 members to organize three major campus events, increasing attendance by 35%; Developed a peer mentorship program, pairing 50 first-year students with upperclassmen mentors.*

[Role] (e.g., Member)
[Organization Name], [City, State] | [Membership Dates]
    [How did your presence or participation contribute to the group dynamic?]
    [Did you attend events, provide feedback, or assist peers when needed?]

Example: *"Actively contributed to the group by consistently attending meetings and participating in discussions; "Assisted peers informally by sharing resources and offering guidance during group activities."*

Volunteer Experience
[Role] (e.g., Volunteer Coordinator)
[Organization Name], [City, State] | [Start Date - End Date]
    [Focus on your contributions to the organization or community.]
    [Highlight collaboration with diverse groups or populations.]

Example: *Organized weekly volunteer projects, engaging 30+ students in community outreach and service-learning initiatives; Implemented food drives, collecting over 1,000 items for families in need.*

[Role] (e.g., Clean Up Crew)
[Organization Name], [City, State] | [Start Date- End Date]

[Focus on your role in supporting specific events or initiatives for the organization.]
[Emphasize how your efforts contributed to the overall success of the project or made a community impact.]

Example: *"Supported a community cleanup day by assisting with logistics and participant coordination, helping to remove over 500 pounds of waste from local parks."; "Engaged with diverse volunteers to foster collaboration and teamwork."*

Skills
[List skills in categories for easy readability.]

Example: *Leadership and Advising (team development, mentorship, conflict resolution); Programming and Event Coordination (budgeting, logistics, marketing); Technical Skills (Microsoft Office Suite, Canva, SPSS); Communication (public speaking, workshop facilitation, cross-cultural communication)*

Certifications and Professional Development
[Certification or Training Name] | [Year]

Example: *Title IX Compliance Training (2023); Mental Health First Aid Certification (2022)*

[Professional Development Activity or Membership] | [Year]

Example: *Attended NASPA Regional Leadership Conference (2023); Completed Diversity and Inclusion in Higher Education Workshop (2023); Active member of NASPA (2022 - Present)*

Awards and Recognitions
[Award Name] | [Institution or Organization | [Year]

Example: *Outstanding Leadership Award (University Name, Year); Dean's List (University Name, Year(s)]*

References
Available upon request.