**[First name] [Last name]**

[phone]

[College email]

[name of college] [home street address] [city], [state] [zip code] Evanston, IL [zip code]

**OBJECTIVE:** To obtain a summer internship in human resources that will use interpersonal and problem-solving skills as well as my academic experience in organizational development. *(Objective should relate to job for which you are applying)*

**EDUCATION**

Lake Forest College Lake Forest, Illinois

Bachelor of Arts, Spanish, Sociology and Anthropology Anticipated June 2017

GPA: 3.3 / 4.0 *(only list if GPA is over 3.0)*

Honors*: [List academic awards], Dean’s List – 6 semesters*

Relevant Coursework: *Microeconomics, Public Speaking, Organizational Effectiveness*

University of Granada Granada, Spain

Study Abroad Aug 2015 – Dec 2015

Evanston Township High School Evanston, Illinois

GPA 3.7 weighted *(only list if GPA is over 3.0)* June 2013

**EXPERIENCE**

IES Abroad Internships Granada, Spain

*Intern, Faculty of Translation and Interpretation, University of Granada* Aug 2015 – Dec 2015

* Translated information on Faculty website from Spanish to English
* Published professors syllabi on Faculty website
* Created FAQ document for final seminar projects

Lake Forest College, Off-Campus Programs Lake Forest, Illinois

*Student Advisor and Administrative Assistant* Summers 2015, 2016

* Advised students on study abroad programs and scholarship opportunities
* Responsible for organizing, scanning, uploading and filing confidential information
* Posted articles regularly about studying abroad on social media

Latinos Unidos Lake Forest, Illinois

*Secretary, Vice President* Nov 2013 - present

* Worked with Executive Board to plan weekly meetings and semester events
* Worked independently and in teams to meet objectives set by club leadership
* Planned an appreciation dinner for more than 60 Aramark workers

Youth Job Center Evanston, Illinois

*Summer Tutor* Summer 2014

* Organized and led in-class activities for third and fourth graders
* Tutored students in math, reading and writing

**ACTIVITIES & INTERESTS**

Activities: *Evanston Scholars, Latinos Unidos, Intercultural Advisory Group, College Magazine: For Latinas By Latinas, International Student Organization, Grace Growner Foundation*

Interests: *Traveling, Culture, Poetry, Writing*

**SKILLS**

*Bilingual in Spanish and English, Microsoft Office including Word, Excel, PowerPoint [other computer skills]*