

JOHN D. SMITH

jsmith@hotmail.com

School Address

1000 Central Avenue, Apt. 1
La Crosse, Wisconsin 54601
(000) 000-0000 (Cell)

Permanent Address

2000 Main Street
Your Town, WI 50001
(000) 000-0000

EDUCATION

University of Wisconsin - La Crosse, La Crosse, WI
Bachelor of Science May 20XX – Honors Graduate

Major: Management - Human Resources

Cumulative GPA: 3.5 Dean's List - Four Semesters

HRCI PHR Exam Passed June 20XX

HUMAN RESOURCE PROJECTS

- **Employee Selection System Project** - Evaluated a variety of employment screening tests to determine the optimal combination of tests for a specific employer.
- **Merger Project** - Analyzed data using SPSS software to determine variables associated with mergers or acquisitions and their impact on employee attitudes and behaviors. Completed an official report including findings and recommendations.

INTERNSHIP EXPERIENCE

ABC Company, Your Town, WI

HR Intern – May 20XX – December 20XX

- Handled employee relations issues: pay discrepancies, injuries, employee status, and transfers.
- Met hiring timelines to sustain efficiency for both production and fulfillment.
- Interviewed applicants for temporary employment.
- Keyed and managed employees' records using Lawson HRIS.
- Conducted bi-annual wage survey to relevant employers.

WORK EXPERIENCE

XYZ Company, Your Town, WI

Sales Associate - January 20XX - May 20XX

The Times Tribune, Your Town, WI

Sales - June 20XX - August 20XX

COLLEGIATE AND COMMUNITY INVOLVEMENT

- Society for Human Resource Management – Student Member
- College of Business Student Association Elected Senator
- College of Business Student Advisory Committee Member
- Special Olympics of Wisconsin Team Basketball Coach

REFERENCES

JOHN D. SMITH

Alice Snow

Employment Specialist

ABC Company

(000) 000-0000

snow.alice@abccompany.com

William Ross, Ph.D.

Management Faculty

University of Wisconsin-La Crosse

(000) 000-0000

ross.will@uwlax.edu

Marty Employer

VP Human Resources

The Times Tribune

(000) 000-0000

employer.mart@timestrib.com

Sally Swift

Branch Manager

XYZ Company

(000) 000-0000, Ext. 000

swift.sally@xyzcompany.com