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| YOUR NAME | | | | | | | | | | | | | |
|  | from Resume Genius | | | | | | | | | | |  | |
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| (213) 257-1487 your.name@gmail.com | | | | | | | | | | | | | |
| 456 Fullerton Drive, Los Angeles, CA 90024 linkedin.com/in/your.profile | | | | | | | | | | | | | |
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| **Resume Objective** | |  | | | | |  |  | **Education** |  | | | |
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| Ambitious and detail-oriented English major with proven record of academic excellence. Eager to leverage research and writing expertise in the role of Junior Research Associate at Wexford Inc.  Skilled in conducting in-depth research, analyzing data, and writing well-structured and persuasive research papers. Passionate about contributing to impactful research initiatives that drive innovation and success. | | | | | | |  |  | **BACHELOR OF ARTS IN ENGLISH**  UCLA | Los Angeles, CA *Expected Graduation: June 20XX* GPA: 3.8/4.0  **Awards:**  Dean’s list: Spring 20XX & Fall 20XX  Tau Sigma Honors Society, 20XX Phi Beta Kappa Honors Society, 20XX | | | | |
|  | | | | | | | | | | | | | |
| **Relevant Experience** | | | |  | | | | | | | | | |
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| Fall 20XX | |  |  | | **LITERARY IMPACTS: SHAKESPEARE** | Study Abroad Research Program | England | | | | | | | | | |
|  | |  |  | | * Wrote a thesis based on the socioeconomic ramifications of Shakespeare's works in the Elizabethan era * Engaged in intensive research spanning 3 different cities in England * Conducted interviews with 10+ individuals, ranging in profession from librarians to actors to historians * Produced a final paper totalling 6,500+ words, supervised by my study abroad instructor and UCLA English department head | | | | | | | | | |
| Winter 20XX | | **BEACON TUTOR** | Westwood Community College | Los Angeles, CA | | | | | | | | | | |
|  | |  |  | | * Worked alongside an English professor to create and execute lesson plans * Improved freshmen-level writing scores by 11% through group lessons as well as supplementary one-on-one tutoring * Received an average score of 9/10 on the anonymous tutor reviews given to students at the end of each semester | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Additional Skills** | | **additional skills** | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| * Microsoft Office Suite * Google Workspace * Spanish (business proficiency) | | | | | | * Organizational skills * Adaptability * Time management | | | | | * Accuracy & attention to detail * Data analysis * Research | | |
| **Logo  Description automatically generated**  **Dear Job Seeker,**  The “Windsor” resume template uses color to highlight your name, job title, and the various [sections of your resume](https://resumegenius.com/blog/resume-help/resume-sections).  A regal template that carries both a sense of formality and hints of playfulness, use the Windsor resume template if you’re applying to a company that’s clearly successful but doesn’t take itself too seriously (startups are a good bet).  Still struggling to write your resume? Here are some free resources to help you put together a resume that shows employers you’re the right person for the job:  ·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)  ·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)  Once you have a great resume, your next step is to pair it with a convincing cover letter. Luckily, we’ve got you covered there as well. Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:  ·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)  ·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)  Best regards,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” | | | | | | | | | | | | | |