

30 Willow St., Chestnut Hill, MA 02467
youremail@bc.edu | 555-555-5555

Boston College
Bachelor of Arts in Sociology, Spanish Minor
GPA 3.4/4.0

Chestnut Hill, MA
May 2020

Relevant Coursework: [*Optional* - Highlight coursework that relates to the position you're applying to and might not be expected based on your major/minor/concentration]

Sanchez & Smith Law Firm
Intern, Assistant to Litigator

Boston, MA
September 2017 - Present

- Revise, summarize, and document past cases that have been appealed in court
- Participate in board and partner meetings while recording minutes
- Identify important points addressed while in court to be typed and submitted to litigator
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EDUCATION

Boston College, Chestnut Hill, MA September 2017 – May 2020
Bachelor of Business Administration

Bucknell University, Lewisburg, PA September 2016 – May 2017
Bachelor of Business Administration
GPA: 3.5/4.0

Norwood High School, Norwood, MA September 2013 – May 2016
Member of the 2016 Patriot League (CL) Defensive Player Award, and Patriot League All Star

WORK EXPERIENCE

Oakes Country Club, Norwood, MA June-August 2016 & 2017
Lifeguard

- Promoted member pool safety by enforcing country club rules and regulations
- Greeted and welcomed members while monitoring chemical levels and safety equipment at pool

Laxachusetts Lacrosse Club, Norwood, MA October 2014 – February 2016
Coach

- Coached and mentored 50 girls in 3rd through 10th grade within a competitive environment
- Taught players ball handling and strategy while encouraging teamwork

LEADERSHIP EXPERIENCE AND ACTIVITIES

Norwood Youth Lacrosse, Norwood, MA September 2015 – June 2016
Volunteer and Coach

- Managed youth lacrosse clinics for girls in 3rd through 8th grade
- Taught fundamentals of lacrosse, values of teamwork, and sportsmanship skills

Catholic Hearts Work Camp, Dover, DE June – August 2014
Volunteer

- Traveled to Delaware to renovate homes for underprivileged families
- Partnered with elderly patients to promote an uplifting environment and companionship

Rust House, Norwood, MA July – August 2013
Volunteer

SKILLS AND CERTIFICATIONS

Joe Kim

Waterbury, CT (555)555- 5555 00

Education

Boston College 02170 UD