

APPLYING FOR THE JOB

Resume Sample For Student Veterans

Robert Smith

525 Campus Drive, Huntsville, AL 35806
256-824-0000 | robertsmith@my.athens.edu

EDUCATION

Bachelor of Arts in Criminal Justice

Athens State University

GPA: 3.4, Dean's Honor List: 3 quarters

Associate of Arts in Sociology

Calhoun Community College, June 2011

GPA 3.8

EXPERIENCE

Student Assistant, Veteran Services Office, ASU, September 2011-Present

- Assist students with questions on veteran educational benefits, course selection, and general acclimation to college environment
- Perform office duties including answering telephones, filing, making copies, and faxing to ensure office efficiency
- Enhance interpersonal skills through individual contact with students, staff and administration

Aircrewman, U.S. Navy, May 2004- May 2008

- Coordinated with fellow crewmen to complete combat, reconnaissance, transport, and search and rescue missions overseas
- Operated and maintained aircraft communications and detection equipment to ensure safety and security
- Collaborated with others to maintain proper inventory of cargo, fuel, and emergency equipment
- Commended by officers for courtesy and professionalism

ACTIVITIES

Membership Coordinator, SGA, ASU, September 2011-Present

- Manage all marketing materials and outreach efforts for the SGA to increase presence on campus
- Increased club membership by 60% in 1 quarter
- Assisted in development of Veteran's Week, aimed at educating ASU students about veterans
- Participate in various meetings and discussions related to the enhancement of student veterans' engagement on campus

Member, The American Legion, Huntsville, AL, January 2009- June 2010

- Organized fundraising and promotional events to advance mission of club
- Attended regional meeting of various Alabama Student Veteran Association clubs

SKILLS

Computer: Proficient in Microsoft Office, Adobe Photoshop and Illustrator

Language: Fluent in Spanish