

Jonathan Wright

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OBJECTIVE

Seeking a Human Resources Generalist position.

Keep objective short and targeted

EDUCATION

WITTENBERG UNIVERSITY

Springfield, OH

May 20xx

Bachelor of Arts

Major: Psychology GPA = 3.45/4.0

CITY UNIVERSITY

London, England

Spring 20xx

Earned 16 hours taking courses in Social & Organizational Psychology, Human Resources Management, Employment Law. Conducted research on mentor-protégé relationships in the work environment.

EMPLOYMENT

WITTENBERG UNIVERSITY

Springfield, OH

20xx – Present

Research Assistant - Psychology Department

- Coordinate data collection for experiments
- Analyze data of preliminary findings
- Train assistants on procedures for running experiments

Start descriptions with verbs

NATIONWIDE INSURANCE

Columbus, OH

20xx

Summer Intern - Human Resources Department

- Obtained feedback on performance evaluation system by surveying over 75 employees
- Summarized data concerning problems with performance evaluation system
- Gained experience in various aspects of human resources management (e.g., personnel, compensation, employee evaluation)
- Acquired knowledge of corporate-college relations and recruiting procedures

Numbers show scope of work performed

Bullet Format is easier to read making résumé more attractive

ACTIVITIES

- President, Wittenberg Psychology Club 20xx - Present
- Construction Volunteer with Clark County Habitat for Humanity Spring 20xx