

It's helpful to place your email/cell number under name

JANE HALL

jhall2@nd.edu • (574) 123-4567

Campus: 242 Pangborn Hall • Notre Dame, IN 46556 Permanent: 10000 Timberstone Drive • Fishers, IN 46000

EDUCATION

University of Notre Dame

Bachelor of Arts | English with Creative Writing Concentration

Minors: Business Economics, Irish Studies

Notre Dame, IN
May 20XX
GPA:3.7/4.0

Creative Writing in Ireland Program

Selected to spend three weeks in an immersive creative writing course

Dublin, Ireland
June 20XX

Hamilton Southeastern High School

GPA: 4.35 | SAT: 2240 | Class Rank: 27 / 737

Fishers, IN
June 20XX

HONORS

Notre Dame Dean's List Fall 20XX

Finalist Poet in the American High School Poets JUST POETRY!!! National Poetry Quarterly 20XX

AP Scholar with Distinction 20XX and 20XX

EXPERIENCE

The Orb* Hamilton Southeastern High School News Magazine

Managing Editor

- Oversaw transition from newspaper to news magazine
- Delegated coverage, articles, photography, layout, and design work
- Led staff of thirty in production of seven news magazines

Fishers, IN
Fall 20XX-Spring 20XX

News Editor

- Wrote and edited articles for all sections of newspaper
- Selected articles to be printed in news section
- Created page layouts for news section

Fall 20XX-Spring 20XX

Teen Advisory Board of Hamilton East Public Library

President

- Led meetings of 10-15 peers to create and plan library events and teen zone renovations
- Volunteered at library events for teens and children

Fishers, IN
Fall 20XX-Spring 20XX

EMPLOYMENT

University of Notre Dame Summer Scholars

Resident Counselor

- Coordinated events for summer scholars outside the classroom
- Supervised section of students during two week camp experience

Notre Dame, IN
Summer 20XX

Fishers YMCA of Greater Indianapolis

Lifeguard Summer

- Certified in CPR and Lifeguard training
- Acted as main authority figure in YMCA swimming pools

Fishers, IN
Summer 20XX-20XX

Entrepreneurial Swim Instructor

Founder and Instructor

- Created swim lessons business, teaching strokes and technique in backyard pool
- Managed finances, scheduling, and expansion to over 20 students aged 3-12 in individual lessons

Fishers, IN
Summer 20XX-20XX

ACTIVITIES

Creative Writing Club, "Mustard," 20XX - present

Classical Music Club, 20XX - present

Feminist Group, "Notre Dames," 20XX - present
Pangborn Interhall Flag Football, Linebacker, 20XX

SKILLS

Computer: Adobe Creative Cloud InDesign, Illustrator, Photoshop, and Microsoft Word, PowerPoint, Excel, Outlook

Language: Basic Spanish, Basic Irish Creative Writing: Two unpublished YA novels; sixty-five poems