

## Sample Resume – Social Sciences Major

### Carolyn D. Fleming

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<http://www.linkedin.com/in/cfleming123>

#### Education:

*University of Maine at Farmington*

B.A., Political Science

Farmington, Maine

expected May 2014

- GPA: 3.88; Dean's List – Fall 2014 to present

#### Government Experience:

Technical Writer Intern

*Maine Department of Labor*

May – August 2014

Augusta, Maine

- Created and edited manual content for jobseekers in the Bureau of Unemployment Compensation
- Interviewed and analyzed data provided by Maine Career Center staff to determine the most important topics to be covered in jobseeker materials
- Assessed effectiveness of materials by benchmarking and evaluating them against jobseeker manuals produced in other states

#### Other Experience:

Library Aide III

*Mantor Library, University of Maine at Farmington*

September 2015 – present

Farmington, Maine

- Staff reference desk independently to address patron concerns, questions, and solve problems that arise
- Mentor other student employees by helping them to learn aspects of the job and library and overcome challenges with their positions

Camp Counselor

*Sunny Days Summer Camp*

Summers 2015 – present

Springfield, Maine

- Led and mentored 8-10-year-old girls by helping with social adjustment, understanding and following camp rules, and completing camp chores
- Designed and taught lessons in arts and crafts to all campers during daily activities

#### Leadership and Honors:

Captain, UMF Men's Varsity Soccer Team

Vice President, UMF History Club

Jill Schwab Underclassman Leadership Award

September 2016 – present

January 2015 – present

April 2014

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**References:**

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