

# Ona Jobsearch

12345 Somewhere Road  
Palmetto, GA 30268

(770) 555-1212  
[student@student.clayton.edu](mailto:student@student.clayton.edu)

## OBJECTIVE

---

Entry Level Human Services Position

## EDUCATION

---

**Clayton State University** Morrow, GA  
Bachelor of Arts in Integrative Studies Expected Dec. 2010  
*Concentration in Psychology*

## EXPERIENCE

---

**Henry Motor Express** McDonough, GA  
*Qualifications Clerk* 2007-present

- Review applications for minimum qualifications
- Inspect health records to determine potential obstacles to safe driving
- Perform reference checks on applicants
- Plan driver new hire orientations
- Maintain all driver files, DOT and department safety standards

**Local Warehouse** Stockbridge, GA  
*Customer Service* 2005-2007

- Scheduled truckloads
- Monitored drivers sign in/out logs
- Collected employment applications and scheduled interviews
- Gathered data and input all relevant information in the computer system

## CAMPUS AND COMMUNITY INVOLVEMENT

---

**Wesley Foundation** Morrow, GA  
*Small Group Leader* 2008-present

- Partner with fellow leaders to synchronize lesson plans and class schedules
- Coordinate and organize semiannual weekend trips for 20-25 students
- Lead worship and facilitate weekly discussions in a group of 25 people

**Community Fellowship** Jonesboro, GA  
*Youth Leader* 2006-2008

- Created lessons and itineraries for weekly youth gatherings
- Collaborated with parents to organize and allocate necessary resources
- Supervised and taught approximately 15 middle and high school students each week

## HONORS AND ACTIVITIES

---

CSU Honors Society Member	Golden Key National Honor Society
National Merit Scholarship	National Society of Collegiate Scholars
Hope Scholarship	Dean's List, 3 Semesters

## SKILLS

---

Microsoft Office Suite	Type 50 wpm
Basic Knowledge of Spanish	Microsoft FrontPage