

**Nora A. Yearling**  
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Highland Heights, KY 41099  
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**CAREER OBJECTIVE:** Entry-level position in a company or institutional archive, utilizing skills in research, writing and organization

**EDUCATION**

Northern Kentucky University  
Bachelor of Arts in History, 3.6.0/4.0 GPA  
Minor in Political Science, 3.4/4.0 GPA

Highland Heights, KY  
Expected May 20XX

- Financed 100% of costs of education and living

**EXPERIENCE RELATED TO OBJECTIVE**

**Cincinnati Historical Society**  
**Archival Processing Intern**

Cincinnati, OH  
September 20XX-Present

- Survey boxed materials and culled items meeting collection guidelines
- List box contents and write folder lists
- Write finding aids for small collections
- Learned different levels of archival processing and the overall policies and resources of the society

**Lee G. Eagle, Attorney at Law**  
**Legal Clerk and Assistant**

Newport, KY  
March 20XX-August 20XX

- Organized office filing system and calendar
- Maintained office bankruptcy software and records
- Researched wills and deeds at county courthouses

**OTHER EXPERIENCE**

**Applebees**  
**Server, Trainer**

Highland Heights, KY  
August 20XX-Present

- Trained approximately 80% of wait-staff since fall of 20XX
- Coordinate employee availability and assist in organizing weekly schedule
- Won employee of month award 6 times

**HONORS/ACTIVITIES**

Phi Alpha Theta, History Honors Society, Northern Kentucky University, April 20XX-Present

- Wrote 4 articles for chapter newsletter

Member, The Campbell County Historical and Genealogical Society, September 20XX-Present

- Assisted with publication of newsletter

Presidential Ambassador, Northern Kentucky University, August 20XX-Present

**COMPUTER SKILLS**

Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, and Publisher; Quark Express; Dreamweaver

**LANGUAGE SKILLS**

Fluent in Spanish

**REFERENCES AVAILABLE UPON REQUEST**