

On your resume, you should use the name you identify with. On official HR portals or Handshake, students should include legal name when asked.

Gender pronouns included in header (also a best practice in email signatures)

T.J. Jones

they/them/theirs

taylor.jones@marquette.edu
(555) 555-5555

Campus Address
1234 W. Smith Street
Milwaukee, WI 12345

Permanent Address
123 Main Street, Unit A
Home City, State 23456

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration
Major: Operations and Supply Chain Management

May 2022

WORK EXPERIENCE

CHICAGO PARK DISTRICT, Chicago, IL
Washington Park Camp Counselor

May 2019 – August 2019

- Supervised over 20 elementary school children in free play
- Created lesson plans and activity maps to ensure daily learning objectives were met
- Coordinated weekly field trip in conjunction with the Summer Programs Manager to facilitate smooth communication between staff, counselors, and parents

CLASS PROJECT EXPERIENCE

MARQUETTE UNIVERSITY BUSINESS DAY ONE, Milwaukee, WI
CEO, BizCafe Class Project

January 2019 – May 2019

- Designed a strategic plan in groups on the management of a student-led coffee house
- Delegated tasks among team members; worked one-on-one with peers to learn how to best capitalize on individual member's strengths
- Generated weekly financial statements for the simulated coffee shop
- Developed interpersonal communication skills by presenting with team to coffee house stakeholders on the financial viability of the group's plan

ACTIVITIES

MARQUETTE UNIVERSITY AMNESTY INTERNATIONAL, Milwaukee, WI
Treasurer

September 2019 – present

- Create and maintain organization operating budget of \$3,000
- Assist with fundraising and development efforts, resulting in a donation amount of \$900 to be used for outreach efforts on ending human rights violations in conjunction with Amnesty International USA
- Track expense reports and manage reimbursement requests for members

HONORS

Recipient, MARQUETTE UNIVERSITY PERE MARQUETTE SCHOLARSHIP (awarded for academic achievement)

Recipient, SMITH HIGH SCHOOL GLAAD ASSOCIATION SCHOLARSHIP (awarded to high school seniors for their work in promoting equity and equality within Smith High School's LGBTQ+ community)

Including reason for scholarship allows for context and demonstrates commitment inclusivity

Notes: Current students can change their preferred name in CheckMarq by navigating to the Student Center and selecting Names/Genders under the Personal Information tab. Current students can update their gender in CheckMarq by navigating to the Student Center and selecting Names/Genders under the personal information tab.