

FIRST NAME LAST NAME

XXX) XXX-XXXX | Email@gmail.com | www.linkedin.com/in

SUMMARY

Write 3-4 lines giving an overview of your resume. Highlight any major accomplishment and why you are interested in a job. It should be very brief but make the person want to read the rest of the resume.

EDUCATION

Name of University

June 2010–May 2012

Degree (e.g bachelor of Science, Art or Social Work), GPA (GPA is optional.)

Major: XXXXX Minor: XXXXX (optional) Major GPA (optional)

PROFESSIONAL EXPERIENCE

Organization Name

City, State

Position Title

Month year–Present

Brief role description (1-2 lines) Start with most recent position.

- Write your main highlighted accomplishments.
- Think about how your task/project helped the company do better and how you added value to the company.
- Follow the Format “Performed X by doing Y resulting in Z”
- Start with strong action verbs and avoid using responsible, helped, researched or assisted.
- Example for working as a cashier. Improved customer satisfaction by expeditiously processing cash transactions which reduced customer wait time and allowed team to consistently meet customer service shift goals. Achieved 100% customer satisfaction during annual review.

Organization Name

City, State

Position Title

Month year–Present

Brief role description (1-2 lines) Start with most recent position.

- Example for working as a life guard: Supervised over 100 children during the summer where we received zero incident reports and achieved 100% open rate for the local community pool.
- Show overall benefit to the organization so that future employers know how you could add value to their organization
- Your resume should demonstrate competencies: Critical thinking, leadership, teamwork, communication, service etc.
- Don't forget to include hard skills where relevant.

ACTIVITIES AND HONORS

- | | | |
|----------------------------------|----------------|---------------------------|
| ■ Student Government Association | Vice-President | July 2018 – June 2019 |
| ■ Spanish Club | Member | May 2017- Present |
| ■ Harambee Festival | Volunteer | February 2016, 2017, 2018 |
| ■ Dean's List | Honoree | Spring 2017 – Fall 2018 |

SKILLS

Computer: Word, Excel, PowerPoint, Keyboard

Languages: GERMAN: Native, Fluent; ENGLISH: Native, Fluent; SPANISH: Conversational

Certification: CPR Certified (American Red Cross)