

# FIRST NAME LAST NAME

XXX) XXX-XXXX | [Email@gmail.com](mailto:Email@gmail.com) | [www.linkedin.com/in](http://www.linkedin.com/in)

## SUMMARY

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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

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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

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**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.

## Service-Learning Experience

(Describe your service-learning experiences, assignments, and hours completed)

FALL 2021

American Red Cross, Columbia, SC

- Completed a 20-hour service project as a part of biology 101 and 102 courses
- Attended first aid and CPR courses
  - Collected, prepared and packed snacks, kits and other items to support blood drives across the midlands area

## ACTIVITIES AND HONORS

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|----------------------------------|----------------|---------------------------|
| ■ 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

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**Computer:** Word, Excel, PowerPoint, Keyboard

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

**Certification:** CPR Certified (American Red Cross)