FIRST NAME LAST NAME

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

SUMMARY (OPTIONAL)

Write 3-4 lines giving an overview of your resume. Highlight any major accomplishment and why you are interested in a particular company or industry. Talk about what value you can provide them. Remember this is the first impression and 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), GPA (GPA is optional.)
Major: XXXXX Minor: XXXXX Major GPA (optional)
Expected Date of Graduation: May 2020 (Example)

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
- You resume should demonstrate competencies: Critical thinking, leadership, teamwork, communication, service etc.
- Don't forget to include hard skills where relevant.

Internship City, State
Position Title Month year–Present
Brief role description (1-2 lines) Start with most recent position.

- Here are some examples for you to consider.
- Coordinated science related activities for elementary students at Edventure Children's Museum during Summer 2018
- Conducted research on latest science curriculum standards and reported findings in presentation to the SC Department of Education Children's Task Force.

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)