

# FIRST NAME LAST NAME

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

**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.

## 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

## Service-Learning Experience

**(Describe your service-learning experiences, assignments, and hours completed)** FALL 2020

Agency 2, Columbia, SC

- Completed a 20-hour service project as a part of (Course Name) and (Course Name)
- Attended (Workshop Description) in preparation for the services

## ACTIVITIES AND HONORS

- |                                  |                |                       |
|----------------------------------|----------------|-----------------------|
| ■ Student Government Association | Vice-President | July 2018 – June 2019 |
| ■ Spanish Club                   | Member         | May 2017- Present     |

- Harambee Festival
- Dean's List

Volunteer  
Honoree

February 2016, 2017, 2018  
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)