

JOHN DOE

John.doe@rockets.utoledo.edu | 419.123.4567

Highly motivated incoming freshman with Federal Work-Study seeking on campus employment where I can apply my exceptional customer service, communication, and team player skills.

EDUCATION

Bachelor of Arts in Exploratory Studies

University of Toledo, Toledo, Ohio

Expected: May 2022

High School Diploma

Bowsher High School, Toledo, Ohio

May 2018

GPA: 3.8

Honors: Spanish Honors Society, National Honors Society, National Merit Scholar

Clubs: Political Science, Show Choir, Theater, Yearbook Committee

WORK EXPERIENCE

Sales Representative | ABC Retail Store, Toledo, Ohio

September 2016-Present

- Provide positive, individualized customer care for hundreds of customers each week
- Answer questions regarding ABC Credit Card, weekly sales and return policies
- Manage cash register, restock shelves, and assist customers with locating items
- Nominated employee-of-the-month three times for excellent attitude and customer service skills

Child Care | Smith Household, Toledo, Ohio

May 2013- Present

- Care for three children under six years old
- Plan, organize, and implement a variety of fun and educational activities, including art projects, athletic activities, and educational outings

Student Tutor | Toledo Public Schools, Toledo, Ohio

Summers 2016-2017

- Instructed elementary school students on how to apply mathematics and scientific concepts to their homework assignments
- Coordinated a weekend trip to the Cincinnati zoo each season and designed a packet of math and science questions related to the animals and exhibits children encountered there
- Advised one tutee for two years, encouraging and assisting him with studies and adjusting to different grade levels, helping him increase his grade average by one full letter grade

Hostess/ Waitress | Bob Evans Restaurant, Toledo, Ohio

January 2015-August 2016

- Welcomed and seated guest, ensuring each guest's comfort and satisfaction
- Thoroughly answered questions regarding preparation and ingredients for different menu items
- Confirmed customer satisfaction during each meal and resolved problems quickly and professionally

VOLUNTEER EXPERIENCE

Volunteer | St. Paul's Soup Kitchen, Toledo Ohio

Fall 2014- Present

- Serves meals as part of a team to over 100 individuals each week
- Created and implemented brown-bag lunch program collecting donations to pack bags of food for individuals to take home with them

Volunteer Summer Camp Counselor | YMCA, Toledo Ohio

Summers 2015-2017

- Co-leader for group of ten first-graders
- Implemented games designed to encourage creative problem-solving in science and engineering
- Awarded "Counselor of the Week" twice for leadership skills

SKILLS

- Microsoft Word, PowerPoint, Excel, Adobe Photo Shop, and InDesign
- Spanish- Intermediate level and French- Beginner level

FIRST AND LAST NAME

john.doe@rockets.utoledo.edu | 419-123-4567 | www.linkedin.com/in/ (your information)

(SUMMARY OF QUALIFICATIONS or PROFESSIONAL STATEMENT)

This section identifies your career goal and summarizes your experience, skills, and knowledge that are directly relevant to the position you are applying for (**Formula: Intro of self + goal + 2-3 relevant skills**)

EDUCATION

Degree

College/ University, City, State

Expected: May 20XX

GPA if above a 3.0

TIP: High school information should be removed from your resume by the end of your sophomore year.

TIP: A RELEVANT COURSEWORK section can be added below education if needed

EXPERIENCE

Position Title, Business/ Organization, City, State

Month 20XX- Month 20XX

- List 2-4 duties in this position and use action verbs to describe duties
- Quantify and qualify your duties
- If job is present job, use present tense, if in past, use past tense
- Emphasize the skills you utilized or learned

TIP: A formula to help you write your bullets is:

ACTION VERB	+ PROJECT	+RESULT	=ACCOMPLISHMENT
<i>Advised</i>	<i>One tutee for two years, encouraging and assisting him with studies and adjusting to different grade levels</i>	<i>Helping him increase his grade average by one full grade</i>	<i>Advised one tutee for two years, encouraging and assisting him with studies and adjusting to different grade levels helping him increase his grade average by one full grade</i>

TIP: Experience does not have to be paid work experience. It can come from internships, co-ops, volunteer experiences, campus involvement and student research and projects

HONORS AND INVOLVEMENT

Indicate honors and activates that highlight your campus involvement and transferable skills

Use proper organization names with dates you were involved

- Campus Activities and Programming (Fall 2017 – Present)
- College of Art and Letters Outstanding Student Award 2018

TIPS:

- There is no one “correct” way/order for your resume
- Use proper grammar. Proofread for errors
- Professional font between 11 and 14
- Consistent formatting throughout
- When printing, use bonded resume paper (White, cream or grey) for cover letter, resume, and references
- Do not duplex or staple actual resume. Use a paper clip avoiding colored/ cute clips