**First and Last Name**

City, State Zip Code | Contact Number | Email Address | LinkedIn website (optional)

**Summary of Qualifications**

* 1st bullet should show what experience you have for the job you are targeting
* Then add 2 – 4 more bullets, showing **skills** and personal **traits** that qualify you for this position
* Use key words from the job posting and focus on the employer’s needs
* This section needs to target each employer based on the specific qualifications they are seeking

**Technology Skills**

*Hardware*:

*Software*:

*Programming Languages*:

*Data Structures*:

**Education**

Associate in (degree type) | College Name – City, State | Expected graduation or graduation date with Month and Year

* Emphasis is (Major/Program of Study), Transferring to (University/College Name)
* Phi Theta Kappa Honors Society Member – August 20XX to Present
* Relevant Coursework:

Bachelor of Science in (degree type) | College Name – City, State | Expected graduation or graduation date with Month and Year

High School Diploma | High School Name – City, State | Graduation date with Month and Year

**Professional Experience**

Job Title | Company Name – City, State | Month & Year to Month & Year (example: April 2015 to Present)

* List duties and responsibilities specific to this job
* Emphasize your specific skill sets showing the value you can add to this employer’s business by putting your skill into use
* Effectively highlight skills you use/gained while in this position
* Continue highlighting your specific skills that are relatable to the employers needs

**EXAMPLE:**

## Sandwich Artist | Subway – Stratford & Trumbull, CT | July 2015 to July 2016

* Exhibited a cheerful and helpful manner while greeting guests and preparing their orders
* Demonstrated a complete understanding of menu items and explained them to guests accurately
* Used Point of Sale system/cash register to record the order and computed the amount of the bill
* Collected payment from guests and made change
* Performed Cash-In Procedure- accounting for all forms of money, bread, etc., during the shift
* Prepared food neatly, according to formula, and in a timely manner
* Checked products in sandwich unit area and restocked items to ensure a sufficient supply throughout the shift and unloaded supplies from truck
* Understood and adhered to proper food handling, safety and sanitation standards during food preparation, service and cleaned up
* Cleaned and maintained all areas of the restaurant to promote a clean image
* Understood and adhered to the 3-step method for cleaning
* Performed light paperwork duties as assigned
* Assisted with the training of new incoming employees and individuals who have purchased a franchise within the United States and Internationally
* Responsible for opening and closing store, counted money, supplies, and products accurately

**Other Related Work Experience**

Job Title | Company Name – City, State | Month & Year to Month & Year (example: April 2015 to Present)

* List duties and responsibilities specific to this job
* Emphasize your specific skill sets showing the value you can add to this employer’s business by putting your skill into use
* Effectively highlight skills you use/gained while in this position
* Continue highlighting your specific skills that are relatable to the employers needs

**Volunteer Experience**

Job Title | Company Name – City, State | Month & Year to Month & Year (example: April 2015 to Present)

* List duties and responsibilities specific to this job
* Emphasize your specific skill sets showing the value you can add to this employer’s business by putting your skill into use
* Effectively highlight skills you use/gained while in this position
* Continue highlighting your specific skills that are relatable to the employers needs

**EXAMPLE:**

Regular Volunteer | Boys and Girls Club – Tempe, AZ| April 2015 to July 2017

* Organized and prepared indoor and outdoor events for daily activities such as: field trips, football, dodgeball, basketball, setting up lunch and tutoring time in computer labs to children ages 6 to 12 years old
* Mentored up to 15 to 25 Boys and Girls Club Members with homework, spent time listening and engaging conversations about their daily live, and provided a safe space for them to talk about how they were feeling about their environment and home life
* Followed a schedule and assisted all faculty and departments

**Leadership & Volunteer Experience**

**EXAMPLE:**

Club Member, Pre-Med Club | Mesa Community College – Mesa, AZ | September 2018 to Present

* Volunteered for blood drive by tabling and providing information on the precautions on donating blood based on height and weight
* Signed in donators with sign-in sheet for those who participated in blood drive and gave promotional items to those who did
* Interacted with students and community members who stopped by the table to introduce them to the Pre-Med Club

OR

Phi Theta Kappa (PTK) Honor Society | Mesa Community College – Mesa, AZ | June 2017 to Present

* Attended Phi Theta Kappa Regional Conference March 2017

**Awards & Accomplishments**

**EXAMPLE:**

* Phi Theta Kappa – Distinguished Officer Team (2016-2017)
* MCC Service Scholar 2017