

# JOHN DOE

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## EDUCATION

**Bachelor of Arts in Economics**, (Expected) May 2025

University of Toledo, Toledo, Ohio; Current GPA: 3.2

**High School Diploma**, May 2021

Bowsher High School, Toledo, Ohio; GPA: 3.8

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

**Clubs & Organizations:** Political Science, Show Choir, Theater, Yearbook Committee

## WORK EXPERIENCE

**Sales Representative**, ABC Retail Store, Toledo, Ohio; September 2021 - Present

- Provide positive, individualized customer care to hundreds of walk-in customers each week
- Answer questions regarding the ABC Credit Card, weekly sale items, and return policies
- Manage and balance the cash register, restock shelves, and assist customers in locating items
- Nominated Employee-of-the-Month three times for excellent attitude and customer service skills

**Child Care Provider**, Smith Household, Toledo, Ohio; May 2020 - Present

- Care for three children under six years of age
- Plan, organize, and implement a variety of fun and educational activities including art projects, athletic activities, and educational outings to increase the children's knowledge and social skills

**Student Tutor**, Toledo Public Schools, Toledo, Ohio; summers 2019 and 2020

- 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 the children encountered at the Zoo
- Tutored one student for two years, encouraging and assisting him with studies, and adjusting to different grade levels resulting in him increasing his grade average by one full-letter grade

**Host/Server**, Bob Evans Restaurant, Toledo, Ohio; January 2017 - August 2018

- Welcomed and seated guests, ensuring each one's comfort and satisfaction—every customer, every time
- Thoroughly answered questions regarding the preparation and ingredients of varied menu items
- Confirmed customer satisfaction during each meal and resolved any issues quickly and professionally

## VOLUNTEER EXPERIENCE

**Volunteer**, St. Paul's Soup Kitchen, Toledo Ohio; Fall 2019 - Present

- Serve meals, as part of a team, to over 100 individuals each week
- Created and implemented a brown-bag lunch program by collecting donations to fill the bags with ready-to-eat lunch items so individuals in need could take them home

**Volunteer Summer Camp Counselor**, YMCA, Toledo Ohio; Summers 2017 & 2019

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

## SPECIAL SKILLS

Microsoft Word, PowerPoint, Excel, Adobe Photo Shop, and InDesign

Spanish: Intermediate level; French: Beginner level

# FIRST AND LAST NAME

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## SUMMARY or PROFESSIONAL HIGHLIGHTS

A **SUMMARY** or **PROFESSIONAL HIGHLIGHTS** section can be used when you have significant work experience and, therefore, a long resume. This section summarizes your experience, skills, and knowledge that are directly related to the position for which you are applying.

## EDUCATION

**Degree,** (Expected) Month Year

College/ University, City, State; 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 your work experience is lacking. Same is true for **SPECIAL SKILLS/COMPETENCIES**, e.g., Canva, Adobe Photoshop, Microsoft Excel, Powerpoint

## EXPERIENCE

**Position Title,** Business/Organization, City, State; Month 20XX - Month 20XX

- List 2-4 accomplishments in this position using action verbs begin each sentence
- Quantify and qualify your statements
- If job is present job, use present tense; if in the past, use past tense
- Emphasize skills you utilized or learned, especially [NACE Career-Readiness Competencies](#)

**TIP:** Use this formula to help you write your accomplishment statements:

<b>ACTION VERB</b>	<b>+ WHAT/HOW/WHY</b>	<b>+ RESULT</b>	<b>= ACCOMPLISHMENT</b>
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	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

**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 CAMPUS INVOLVEMENT

List honors, activities, and volunteer experiences that highlight your campus involvement and Career-Readiness skills. Use proper organization names with the dates you were active. For example:

- College of Art and Letters Outstanding Student Award, 2020-21
- Campus Activities and Programming, Marketing Coordinator, Fall 2021 – Present

### **FINAL TIPS:**

- *There is no single way to order for your resume. Keep in mind, however, that you should always put the most relevant sections to the job you're seeking in the top half to 2/3 of your document.*
- *Use a professional font between 11 and 14 points.*
- *Use consistent formatting throughout your resume.*
- *Use proper grammar; proofread for errors.*
- *When printing, use bonded resume paper (in white or cream) for your cover letter, resume, and references.*