

# Jack Hoya

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Do you notice anything missing? Sometimes, students have difficulty crafting an objective for part-time student jobs. If you're thinking "I just need to get the job!" consider leaving this off. A less-than-strong objective could do more harm than good, especially right at the top of your page.

## **Education**

Georgetown University, Bachelors of Science in Foreign Service      Expected Graduation: May 2019

Willow High School, Diploma with Highest Honors      Graduation: June 2015

## **Skills**

Experienced in Sales and Marketing as well as Customer service, Flexible and Adaptable to new challenges, Organized, Proactive and Dependable

## **Work Experience**

Grocery Clerk, 8/2014– 8/2015

Johnson Bros. Grocery Store

- Created product displays and oversaw the proper marketing of products
- Attended to customer needs and questions
- Identified customer issues and complaints and took steps to correct them
- Maintained grocery section of the store and kept well-stocked
- ~~Assisted~~ in receiving, storing, and stocking products while ensuring proper product rotation and quality

Try to avoid using words like "assisted." This can downplay your experience. If you did work, take credit for it without making your part seem small! You can always say you did a task "as part of a team."

Ice Cream Attendant, 10/2013– 7/2014

Susie's Ice Cream Parlor

- Took and prepared orders from customers,
- Cleaned and maintained work and customer areas,
- Operated cash machines,
- Honed customer service skills while working in a fast-paced environment
- Designed window displays and sample promotions to popularize new products

## **Volunteer Work**

Junior Staff Volunteer, 5/2013-Present

Phoenix Rising Animal Shelter and Rescue Center

- Dedicated 20 hours a month to working with Phoenix Rising
- Prepared healthy treats and other enrichment toys for animals
- Cleaned shelter areas and performed light maintenance
- Introduced prospective pet owners pets and helped them fill out adoption forms
- Provided advice about pet care

Don't forget to include volunteer work. It can include valuable experiences and important skills!

You do not need a line at the bottom that reads: "References available upon request." Trust us, they'll ask!