

Keep the layout clean and easy to read.

When you don't have a lot of paid work experience, highlighting your **skills and volunteer work** is a great way to stand out. Lead with what you do best!

When describing your positions, catch employers' eyes by listing more **important tasks first!**

Unless they are more universally understood, try to **avoid using acronyms**. Acronyms can cause confusion and you want to be as clear as possible.

Honors and Achievements can be a good way to highlight your skills when you have little work experience. However, as you get more involved at Georgetown try to **rotate these out and keep them as up to date** as possible.

Jane Hoya

123 Mulberry Lane
Springfield, USA 12345
Phone: 555.123.4567
e-mail: janehoya@georgetown.edu

Education

Georgetown University Bachelors of Science in Human Resources, Expected Graduation: May 2019
Springfield High School Diploma with Highest Honors, May 2015

Skills

Technological Skills: Experienced in Online Research and Social Media
Language Skills: Bilingual, Fluent in Spanish (speaking and writing) and English
Personal Skills: CPR Certified, Work Well Under Pressure, Organized, Patient, Fast Learner, Team Player and Seasoned in client and patron relations

Volunteer Experience

Patron Services Volunteer 09/2013– 09/2014
Springfield Public Library
Coordinated special events for Library patrons and their families, Managed Library Twitter Account, Registered children for the Summer Reading Program, Cataloged patron files, Inventoried office supplies, Greeted and assisted patrons in taking advantage of Library services, and Answered basic questions and concerns

Assistant Coach for Girls Soccer 1/2015– 05/2015
Springfield American Youth Soccer Organization (AYSO)
Instructed 8U girls soccer team in the fundamentals of soccer, Demonstrated techniques and methods of participation, Evaluated athletes' strengths and weaknesses to improve the athletes' technique to prepare them for competition

Work History

Summer Life Guard 05/2014– 08/2014
Springfield Parks and Recreation
Taught swimming techniques, Supervised and Provided safety education to new swimmers, Performed first aid and CPR according to the demands of adverse situations, and Maintained accurate records of pool use and chemical levels

Honors & Achievements

Carroll Fellow– Georgetown University Carroll Fellow's Initiative, Fall 2015
National Honor Society– Springfield High School, 2013-2015