

SAMPLE 1: Résumé

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Objective-Position/Internship at Habitat for Humanity where my skills and education can be utilized.

Education

Bachelor of Arts in Liberal Arts	May 2011
Concentration: International Studies	
Soka University of America, Aliso Viejo, CA	
Study Abroad-Nagano, Japan	Spring 2010

Honors and Awards

Dean's list four semesters
 Linda Crawford Non-profit scholarship

Relevant Coursework

Third World and the West	Peoples of Oceania
Global Communications	The American Experience

Internship

Community Development Association-Anaheim, CA	Fall 2008
Case Intern	
<ul style="list-style-type: none"> Assist with data collection Ensure successful receipt of appropriate documents to verify program eligibility Interact with community leaders to improve program effectiveness 	

Work Experience

Soka University of America-Aliso Viejo, CA	Spring 2008
Library Clerk	
<ul style="list-style-type: none"> Shelve and catalogue research material Check books in and out Provide customer service to library patrons 	

Target Stores-Freemont, NJ	June 2006-July 2009
Cashier	
<ul style="list-style-type: none"> Processed cash transactions Balanced daily receipts Resolved customer issues 	

Languages/Organizations

Bi-lingual English/Spanish	
Conversational Chinese	
Med Path Student Organization-President	Fall/Spring 2010
Drama Club-member	Fall 2009

TEMPLATE 1: Résumé

Name
Address/Number and street
City, State Zip code
Phone number
Email address (professional only)

Objective-This is what you are seeking ie. A job, internship, grad school admittance. Your objective should simply state the name of the position you are applying for and the company or organization name.

Education

Name of degree you are pursuing date of expected graduation mo/yr
Concentration area
Full name of university, City, State

Study Abroad-City, state semester/year

Honors and Awards

Indicate Dean's list, scholarships, and special recognitions

Relevant Coursework

List courses which may be important for your employer/grad school to know you have taken

Internship

Name of employer/org. City, State semester/year
Job title (could just be *intern*)

- Bullet items of notable responsibilities, skills utilized, concepts learned
- Start each bullet with an action word ie. Achieved, created, assisted
- You may include as many bullets as necessary to highlight experience gained

Work Experience (or volunteer/community service experience)

Indicate name of employer/organization-city, state semester/year
Job title

- Same as bullet items above
- Try not to repeat action words
- Best to highlight responsibilities without being wordy

Same as above month/year-month/year

Job title

- Processes cash transactions
- Balanced daily receipts
- Resolved customer issues

Languages/Organizations (or this could be a **skills** section, whatever you are highlighting)

BI-lingual English/Spanish (include level of expertise ie. Bilingual, intermediate, expert, fluent)

Conversational Chinese

Student Club/Organization-President(include position or office held) semesters/year

Drama Club-member-what responsibilities did you have semesters/year