

NAME

Address

City, State Zip Code

Phone number with area code

Personal email address

College email address

Banner ID

OBJECTIVE

To obtain a community-based work-study position in which I can serve the community while gaining real-world experience that will assist me in my studies and my career goal of becoming a [enter career goal].

EDUCATION

Month/Year to present	College name Total hours attained: [enter #]; GPA: [enter GPA] Field of Study: [enter major] Career goal: [enter career goal] Relevant coursework completed: [list college courses completed that are relevant to the field of study, skip this if no career-relevant courses have been completed yet]
Month/Year-to-Month/Year	College name
Month/Year-to-Month/Year	High School name, Class of [enter year]

EXPERIENCE [in descending order]

Month/Year-to-Month/Year	[enter name of employer] [enter job title] [enter primary responsibilities]
Month/Year-to-Month/Year	[enter name of employer] [enter job title] [enter primary responsibilities]

LEADERSHIP, RECOGNITIONS and COMMUNITY SERVICE

Year	[enter]
Year	[enter]
Year	[enter]

OTHER SKILLS

Languages
Computer
Technology

HOBBIES

[Consider including hobbies that are relevant to field of study or career goal]

RESUME EXAMPLE

Nancy Smith

123 Jackson Ave.
Marksville, IA, 895493
222.333.4444
Nancy123@icloud .com
Nsmith123@alamo.edu
900123456

OBJECTIVE

To obtain a community-based work-study position in which I can serve the community while gaining real-world experience that will assist me in my studies and my career goal of becoming an accountant.

EDUCATION

8/2017 to present San Antonio College
Total hours attained: 15; GPA: 3.23
Field of Study: Business
Career goal: Accountant
Relevant coursework completed:
 Business Management I
 Introduction to Accounting

1/2016 to 5/2017 Baytown College

8/2011 to 6/2015 Jackson High School, Class of 2015

EXPERIENCE

1/2015 to 5/2015 Sonic
Cashier
Rang up customer bills, accepted payment, balanced cash register daily

4/2014 to 12/2014 Patty's Pet Shop
Clerk
Worked in the office with the store owner managing invoices and payments from vendor

LEADERSHIP, RECOGNITIONS and COMMUNITY SERVICE

2015 President, Jackson HS Business Club
2015-2011 Played high school soccer; played on varsity team as a freshman
2015-2014 Developed and maintained high school webpages for soccer coach

OTHER SKILLS

Familiar with Microsoft Office: Word, PowerPoint, Excel
Can navigate all forms of Social Media
Experienced in developing and maintaining webpages

HOBBIES

Computer
Playing sports
Animal Care