

# Firstname Lastname

LCstudent@students.lcstate.edu | 123-456-7890

**Commented [MRH1]:** Heading that includes name and contact information. In our increasingly online world you do not need to add your street address. However, you might choose to list your city, state, and zip code.

## PERSONAL STATEMENT

Excellent communication and interpersonal skills, with 4+ years' supervisory experience. Very detail oriented, dependable, and proficient with <insert super cool software name>\_ your company uses.

## EDUCATION

**Bachelor of Science in Business Administration (Minor in Marketing)** May 2019  
*Lewis-Clark State College (LCSC) / Lewiston, ID*

**Commented [MRH2]:** Make sure that section titles are named appropriately: Education, Experience, Skills.

**Commented [MRH3]:** Now that you are in college you can leave off your high school information. At this point employers see that you are attending college and assume you have graduated High School or received your GED.

- If you attended one or two colleges before landing at the one from which you graduated or will graduate from, its not necessary to list them all out.

## EXPERIENCE

### Support Specialist

*Idaho Food Bank / Lewiston, ID*

September 2019- Present

- Coordinate and supervise 15 volunteers during annual off-site food drives and food sort events to ensure efficient use of resources and effective execution of food drive objectives
- Manage donations by maintaining a cash database and sending thank you letters to donors to support activities that further the organization's mission of providing food for all
- Compile information for over 30 food pantries in Nez Perce County and develop food assistance resource guides for distribution to 58 clients to provide helpful information for community partners

**Commented [MRH4]:** Make sure each section is consistently organized:

- Dates are in a consistent location throughout and right aligned.
- Each experience includes basic information listed in the same order (job title, organization, location, dates).

### Cashier's Assistant, College Student Retention Program

*Costco Wholesale / Portland, OR*

May 2019-August 2019

- Collaborated with a large employee team to excel in member service by locating products in an inventory system, responding to member requests and preferences, and ensuring the cleanliness and safety of the warehouse

### Office Assistant

*LCSC Admissions Office / Lewiston, ID*

October 2014- May 2019

- Coordinated with a staff of 13 professionals to support department events and execute project-based tasks effectively
- Developed and distributed marketing materials for events
- Exercised excellent communication skills to meet the needs of students, parents, and alumni through scheduling appointments, answering phone calls, and responding to specific requests and questions

**Commented [MRH5]:** Quantify your experience, help the hiring manager understand the environment you were working in and your accomplishments. For instance, were you working in a busy office with high-traffic? Did you earn any specific awards or recognition? Did you hit a certain goal? Be sure to point these things out. If you don't, who will?

- Statements highlight transferrable skills for the job being applied for.
- Action verb phrases are used to describe skills and experiences.

### Peer Career Mentor

*LCSC Student Employment Center / Lewiston, ID*

September 2014-May 2019

- Aided peers in developing professional documents through one-on-one appointments
- Promoted Student Employment services and events through presentations and peer interaction

## COMMUNITY INVOLVEMENT

### Volunteer Mentor & Supervisor

*McSorley Elementary School / Lewiston, ID*

January 2016-May 2016

- Mentored 25 elementary school students while supervising a team of 10 college student mentors through weekly games and activities to foster meaningful relationships and expose students to the opportunity of higher education

**Commented [MRH6]:** If there are specific skills that are relevant to your field or job you're applying for, list them in the skills section if you have them.

## SKILLS

- Bilingual: English/Spanish
- MS Office Suite
- Adobe Photoshop

As you near the end of the page keep in mind that you can have a second page but it should be a full two pages. If you do have enough information for two pages be sure to paginate. Example Firstname Lastname Resume page 1 of 2, or 2 of 2.