FIRST NAME LAST NAME

MAIN OBJECTIVE

Look at the company's webpage: what are their core values? Incorporate those words here! e.g. for EL: I am excited to inspire Christ-centered love and commitment in the hearts of kids and college students through relationships and enthusiasm!

CLIFTON STRENGTHS

- Analytical
- Context
- Developer
- Maximizer
- Woo

CONTACT DETAILS

Cell: 123-456-7890
Email Address
Website portfolio if applicable
Street Address
City, State
12345

ACADEMIC HISTORY

NAME OF COLLEGE

Month YEAR | Degree in Major (e.g. Bachelor of Arts in English)

- GPA:
- Honors/Awards
- Clubs

NAME OF HIGH SCHOOL

Class of 2016

- GPA:
- Honors/Awards
- Clubs
- Leadership

WORK EXPERIENCE

Program Coach

Summer 2020 | Eagle Lake Camps of The Navigators

- Selected as 1 of 35 Program Coaches from 225 summer counselors to lead the program and develop the 2020 staff
- Engaged with over 1,000 parents in person to ensure an exceptional customer experience

Counselor

Summer 2019 | Eagle Lake Camps of The Navigators

- Selected as 1 of 270 camp counselors from over 400 applicants to engage campers in an exceptional camp experience
- Served on a team of 20 staff to move the camp strategy forward by meeting company priorities and individual goals
- Led a group of 5-8 elementary-aged kids through big and small team games, Bible studies, and activities for 10 weeks
- Adapted games and activities to meet campers' needs
- Implemented training on conflict resolution and empathy to enhance teamwork
- Utilized Love and Logic as a small group management system

EXTRACURRICULAR ACTIVITIES

- Be sure to format like above if at all possible, with organization name at top and your role under that. Also, if you move to leadership, be sure to list that under two separate entries as possible to highlight your 'promotion'.
OR - Use this section for skills if you don't have any extracurricular activities. e.g. programming languages you know if you're in engineering, or style guides you're confident in if you're in English; etc. (DON'T include things everyone should know, like Word or PowerPoint.)
OR - if you have a lot of volunteering experience, change the title to that!

Tips for finishing resume:

- Keep it on one page
- Proof carefully to make sure you didn't leave any template stuff
  - Make sure each segment is capitalized; no punctuation at end; verbs all in same tense, etc.
- Always go reverse chronology (most recent events at top)
- If you've GRADUATED and have had 2+ work experiences, Work should go above Education. If you're still in college or just graduated, keep Education at the top.
- When adding detailed information:
  - As much as possible, use XYZ Format:
    - "Accomplished [X] as measured by [Y], by doing [Z]."
      - [X] is always a verb. (Always start with an action verb!)
    - Example:
      - OK: "Member of Leadership for Tomorrow Society"
      - Better: "Selected as one of 275 for this 12-month professional development program for high-achieving diverse talent."
      - Best: "Selected as one of 275 participants nationwide for this 12-month professional development program for high-achieving diverse talent based on leadership potential and academic success."
  - Adapt to employer!!! Think of projects or experiences you have the fit the job you're applying for, and delete the projects/experiences that don't highlight how you're an exceptional candidate. YOUR RESUME SHOULD LOOK DIFFERENT FOR EVERY JOB YOU APPLY FOR.
- Edit formatting so spacing looks even between education/jobs/extracurriculars, etc.
- Delete this page and the template page you don't want to use
- Save as a PDF!!!! And in the "Save as" title: First Name Last Name Resume (The title shows up when you upload it!)