

John Doe

Address, City, Zip Code

Phone Number, E-mail

Education

University, City, State

08/2016-

- Bachelor of Arts in English (ongoing), 3.61/4.00
- Minor in Professional Writing
- Created an accessible twenty-four page Microsoft Word manual with a group

Organizations

Organization Position, Organization A, City, State

01/2017-

- Established a working relationship with Company B's Person D throughout three interviews
- Contributed eight news and three opinion articles in Spring, 2017
- Maintained objectivity in news articles and transparency in opinions

Company C

04/05/2017

- Cooperated with three students to host a poetry event for National Poetry Month
- Networked with Company C's manager Person E to host the event on April 5th
- Helped design an appealing flyer to advertise the poetry event
- Wrote a critically acclaimed inspirational poem

Organization B

09/2016-

- Presented in the German Symposium on East Germany's Erich Honecker Era
- Presented a project on the relationship between Germany & Japan after World War I until their surrender

Work

Checker, Company D, City, State

06/2011-

- Sold thousands of dollars of items every work shift in the busiest Company D store
- Communicated face-to-face with customers, establishing goodwill between them and Company D and brought them back to the store
- Punctual attendance every shift
- Prevented food contaminations by cleaning registers

Qualifications

- President's List Fall 2016
- Expert knowledge of Microsoft Office
- Convert Word files into Portable Document Format (PDF) and combine them, sharing documents in their original format without risking accidental edits
- Make labels with Microsoft Word

- Manipulate spreadsheets with charts, formulas, and PivotTable in Microsoft Excel