**Profile and skills:**

How do you describe yourself? Enthusiastic, hardworking, eager to learn? What are your skills? Customer service? Child care? What are you looking for now? *Make sure you tailor this to each job posting you apply for!*

*Enthus*i*astic college student with retail experience and excellent academic record, seeking position/ internship in business/ finance.*

**Work and Volunteer Experience**

|  |  |
| --- | --- |
| Jimmy Johns | January, 2020- Current |

* Provide excellent and efficient customer service
* Maintain a clean preparation and work environment
* Follow health protocols for the prevention of COVID 19 infection and spread
* Stock items for better service during busy periods
* Handle cash and card transactions for customer payment

**Education**

Kansas City Kansas Community College- TEC Program May, 2020

Donnelly College, Associate of Arts Anticipated Graduation May 2022

**Extracurricular Activities**

Were you the member of a club or team? What skills did you utilize or learn? What results did you achieve?

Did you act as an officer or leader? What skills did you utilize or learn? What results did you achieve?

Did you do some volunteer work? What skills did you utilize or learn? What results did you achieve?

Did you receive an award or special recognition? What were you being recognized for? What did you do that led to the award? What skills does it show you have?

Example:

Student Senate Representative 2021

Donnelly Gateway to College

* Hold meetings with students and to collect concerns to communicate to administration.
* Work on a team that to organize a spring fundraiser with a goal of $2000 raised

Volunteer 2018 - 2020

Open Door Baptist Church

* Provided child care during Sunday services
* Worked on a team with adult supervisors to improve activities and curriculum for older children.