First and Last Name

City, State | Phone number | Professional Email

# OBJECTIVE (Job Fair/Email)

Indicate the position you are seeking, the industry or the skills and abilities you want to utilize

# EDUCATION

## Degree | date you Expect to graduate

Modesto Junior College, Modesto, CA

GPA: Mention if a 3.5 or above (optional)

Dean’s Honor List Fall 2016, Spring 2017 (optional)

**RELATED COURSEWORK**: List 2-5 course titles that are related with the objective (If the position is relevant to the major)

# PROJECT

**PROJECT TITLE** |  MJC DATES XX/XX – XX/XX

* What did you do in the project and did you work individually or in a group?
* How did you do it and what programs, technology, etc. did you use?
* Describe any results, if the project has any.

# EXPERIENCE

## Job Title | Company Name | CIty, state DATES XX/XX – Present

* This is the place for a brief summary of your key responsibilities and most stellar accomplishments.
* Use the START method to create your accomplishment statements. (See the START worksheet)
* Always start with an action verb to start each sentence (See the verb list)

## Job Title | Company Name | CIty, state  DATES XX/XX – XX/XX

* Use present tense for current job experience; past tense if you left the job.
* Focus in the skills you want to highlight
* Quantify information when possible: instead of Working with customers in finding products – Assisted over 50 customers daily in finding products.

# SKILLS (optional)

**COMPUTER:** MS Word, PowerPoint, Excel

**LANGUAGE:** Spanish

**CERTIFICATIONS:**

# ACTIVITIES & AWARDS (optional)

* **Member**, MJC TRIO SSS Program, Dates from – Current
* **Volunteer**, Peace Corps, Dates XX/XX –XX/XX
* **Scholarship,** Hispanic Scholarship Fund 2016

Trio Sss

Modesto, CA | 555-555-5555 | triosss.student@yosemite.edu

# OBJECTIVE (Job Fair/Email)

To obtain an administrative assistant position at Collision Center.

# EDUCATION

## A.A bUSINESS administration | fall 2018

Modesto Junior College, Modesto, CA

GPA: 3.7

Dean’s Honor List Fall 2016, Spring 2017

**RELATED COURSEWORK**: Personnel Management, Business Ethics, Business Management

# PROJECT

**What is Business Ethics**  |  MJC  **|** Fall 2016

* Collaborates in a team of five to facilitate a presentation regarding business ethics
* Summarized the information and created a PowerPoint
* Presented the findings to a group of 30+ students.

# EXPERIENCE

## Stock Clerk | safeway | modesto, ca | 05/17 – Present

* Assists over 20+ customers daily in finding products
* Organize merchandise and identify low inventory items
* Communicate constantly with the department manager to maintain accurate inventory levels

## EOP&S STUDENT ASSISTANT | modesto junior College | modesto, ca | 01/16 – 12/16

* Provide excellent customer service in person and over the phone
* Assessed students’ needs and referred them to specific resources based on their needs
* Promote the EOP&S services and resources to over 50+ students at student orientation
* Maintain accurate students logs

# SKILLS (optional)

**COMPUTER:** MS Word, PowerPoint, Excel

**LANGUAGE:** Spanish

**CERTIFICATIONS:**

# ACTIVITIES & AWARDS (optional)

* **Member**, MJC TRIO SSS Program, 01/17 – Present
* **Volunteer**, Peace Corps, Dates 6/16 – 12/16
* **Scholarship,** Hispanic Scholarship Fund 2016