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 wat 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 |  Spring 2017

* 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.

**PROJECT TITLE** |  MJC |  Fall 2016

* 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.

# VOLUNTER EXPERIENCE

## Volunter title | organization Name | CIty, STATE | DATES XX/XX – xx

* 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) and use present tense for current; past tense if you left.
* Quantify information when possible: instead of Serve people – Assisted over 50 customers

# SKILLS (optional)

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

**LANGUAGE:** Spanish

**CERTIFICATIONS:**

# ACTIVITIES & AWARDS (optional)

* **Member**, MJC TRIO SSS Program, Dates from – Current
* **Scholarship,** Hispanic Scholarship Fund 2016

Trio Mjc

Modesto, CA | 555-555-5555 | trio@mjc.edu

# OBJECTIVE (Job Fair/Email)

Seeking a student assistant position at Modesto Junior College Library.

# EDUCATION

## A.A sociology | Fall 2019

Modesto Junior College, Modesto, CA

GPA: 3.5 (optional)

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

# PROJECT

**History of the Family Structure** |  MJC |  Spring 2017

* Collaborated with a team of three to research the history of the family structure.
* Facilitated an in-class activity to represent the different types of families in society
* Summarized findings and developed a PowerPoint to presented to a class of 35+
* Received praises from professor and earned an A in the project.

# VOLUNTER EXPERIENCE

## Tutor | TRIO sss | mODESTO, CA | 09/16 – pRESENT

* Provide one on one personal instruction to students who need additional help in their homework.
* Plan and execute daily training plan according to the needs and age of the student.
* Evaluate students’ performance and communicate results of the lesson plan to staff.
* Cultivate a fun and interesting learning environment.

## Church volunter | mODESTO, CA | 05/15– 8/15

* Served lunch for about 100 homeless and mentally ill consumers.
* Assisted personal with cleanup after lunch to maintain all areas and equipment in good condition.
* Assisted church leaders as needed

# SKILLS (optional)

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

**LANGUAGE:** Spanish

**CERTIFICATIONS:**

# ACTIVITIES & AWARDS (optional)

* **Member**, MJC TRIO SSS Program, 01/17 – Present
* **Scholarship,** Hispanic Scholarship Fund, 05/16