FIRST NAME LAST NAME

MAIN OBJECTIVE

Look at the company's webpage: what are their core values? Incorporate those words here!
e.g. for Heartland: I am excited to build Christ-centered relationships with campers and staff through hard work and putting others above myself.

SKILLS SUMMARY

- Adaptive
- Resilient
- Analytical
- Personable

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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 YEAR
- GPA:
- Honors/Awards
- Clubs
-Leadership

WORK EXPERIENCE

PROGRAM ASSISTANT
SUMMER YEAR | HEARTLAND CAMP
- Selected as one of 10 Program Assistants of over 50 applicants to lead, train and mentor staff ensuring an exceptional program.
- Excelled at daily adaptive scheduling and logistics to help the program run smoothly.
- Interacted with parents, campers and staff daily to provide an excellent customer experience, clear direction and support.

COUNSELOR
SUMMER YEAR | HEARTLAND CAMP
- Selected as one of 50 counselors from over 150 applicants to care for and lead 5-8 campers through an exceptional program experience.
- Adapted games and activities to meet campers' needs
- Led a group of 5-8 elementary kids through group games, Bible study and other activities for ___ weeks.
- Implemented training on conflict resolution and empathy to enhance teamwork

EXTRACURRICULAR ACTIVITIES

- Keep formatting the same with organization name at top and your role below
 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!

MORE HELPFUL RESUME TIPS

- Keep it on one page
- Proof carefully to make sure you didn't leave any template details
- 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 the 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.

- Save as a PDF!
  - In the "Save as" title: First Name Last Name Resume