

Jane Smithⁱ

Educationⁱⁱ

Bachelor of Arts, Theater Arts
Westmont College, Santa Barbara, CA

May 2018ⁱⁱⁱ

Professional and Related Experience

Writing Tutor^{iv}

Westmont College, Santa Barbara, CA

Aug 2017 Nov 2017

Utilized my writing competencies to assist fellow students. Focused on building student competencies rather than just editing individual papers

Completed related job training class and applied strategies during in-person student appointments

Worked in concert with Supervisor to review and edit handouts on best practices

Outcome: Demonstrated consistency in work ethic and the application of writing principles to actual student work

Job/Experience #2

Dates Worked

Employer Name, Employer City State

Describe how your work helped you understand and interact with customers or the public^v

Describe how your work helped you work well with others in the company

Describe how your work helped you understand organization and business practices and processes

Outcome: This is a roll-up sentence of either A) what skills you developed or other things learned, or B) what your employer gained from your work

Job/Experience #3

Dates Worked

Employer Name, Employer City State

Describe how your work helped you understand and interact with customers or the public

Describe how your work helped you work well with others in the company

Describe how your work helped you understand organization and business practices and processes

Outcome: This is a roll-up sentence of either A) what skills you developed or other things learned, or B) what your employer gained from your work

Awards and Recognitions^{vi}

Award or recognition here (ideally do not include high school awards/recognitions)

Volunteer and Other

List things that speak to your character and community involvement

RESUME DESIGN NOTES (stick to one page):

ⁱ **Anchor the Eye:** The eye wants to start at the top left of the page. Help the reader "anchor" the eye (make it easy to see your name). Then, get everything else (address, objectives, etc.) out of the way to allow the reader to quickly flow to the things you bring to the table.

ⁱⁱ **Lead with Your Degree:** At this stage in your career, your degree is the first thing you should highlight. Unless you have a near perfect GPA don't list it. Most employers aren't interested in high school
