

Resume Template

Bruin Bear

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Education

Salt Lake Community College

Associates in Science: Environmental Science

- Minors: _____ & _____
- Awarded Dean's List: 3 semesters

Note: no longer include High School information if graduated

May 2022
GPA: 3.57

Include month & year of graduation

Relevant Coursework (Optional):

- Course Name: A brief description of skills gained, or projects completed
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Experience

Student Member

SLCC Ballroom Dance Club

- Use Accomplishment Statements: Action verb, details, outcome / impact when writing bullet points

Use tab settings in Microsoft Word to align dates & locations

Experiences in reverse chronological order (most recent first)

August 20__ - Present
Salt Lake City, UT

Cashier

Example Fast Food Co.

- Developed strong customer service skills by greeting customers and maintaining positivity.
- Handled daily cash and debit/credit transactions of \$500+, displaying elevated levels of response.
- Abided by strict health policies to maintain restaurant cleanliness & customer safety.
- Collaborated with a team of 5 per shift to deliver quick & efficient service.

August 20__ - Present
Salt Lake City, UT

Position / Title:

Organization:

August 20__ - Present
Salt Lake City, UT

Leadership Experience

Position / Title:

Organization:

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Note: Do not limit "experience" only to formal jobs or work history. You might also include student clubs, volunteering & other involvements! If you want, you could include an entire section for a certain experience category.

Skills (Optional)

languages: