**Full name**

Email address

Phone number with a professional outgoing voicemail

LinkedIn

**Summary of Qualifications**

A succinct statement highlighting your key skills (hard or transferrable) and experiences, tailored to the job you’re applying for. Aim for between 3- 5 concise sentences or bullet points.

**Education**

**Name of college or university** [Expected graduation date]

**Degree/major**

*Relevant Coursework:*

**Experience (Job/Volunteer/Extracurricular Activities)**

**Name of company/organization**

City where Company/Organization is Located *ex. El Cajon, CA*

*Position title/Volunteer Title (Date Started)*

Brief description of your role and responsibilities in bullet format:

* Description/Responsibility
* Description/Responsibility
* Description/Responsibility
* List any accomplishments or achievements during your time there

**Name of company/organization**

City where Company/Organization is Located *ex. El Cajon, CA*

*Position title/Volunteer Title (Date Started)*

Brief description of your role and responsibilities in bullet format:

* Description/Responsibility
* Description/Responsibility
* Description/Responsibility
* List any accomplishments or achievements during your time there

**Other Sections to Consider**

**Skills**

* **Important note about a skills section:** In an excellent resume hard and soft skills should be reflected somewhere within the context of work, volunteer, leadership activities bullet points (experience statements). Nevertheless, if necessary, consider a concise, skill-focused section to emphasize key qualifications
* List any relevant skills you have acquired through coursework, extracurricular activities, or other experiences
* Be sure to mention any technical skills that are relevant to the job you are applying for
* Soft or transferrable skills should also be highlighted in these sections

**Special Projects**

**[Project Title: (Project Name)]**

* Brief Description: Provide a concise overview of the project's goals, scope, and your role in it.
* List notable accomplishments or outcomes directly related to the project.
* Highlight any quantifiable results, improvements, or impacts you contributed to.
* Identify the skills you utilized or developed during the project/achievement.
* Mention soft skills like teamwork, leadership, problem-solving, communication, and project management.

**Leadership Roles:**

**Organization**

**Leadership Position or Title** *(Date Started)*

* List each leadership role you've held, along with the organization, dates, and a brief description of your responsibilities and accomplishments.
* Highlight your achievements, challenges you've overcome, team management, and any other relevant leadership skills.

**Example:**

**Position: Volunteer Coordinator**

**Organization: Community Outreach Group (June 2019)**

* Managed a team of 15 volunteers, coordinating events that raised over $50,000 for local charities.
* Led volunteer recruitment efforts, bringing in 25 new volunteers, and improved volunteer retention by implementing engagement strategies, resulting in a 30% increase in charity event support over six months

**Special Awards:**

**Award Title**

**Granting Organization** *(Date Received)*

* List each award or honor you've received, including the name of the award, the organization granting it, the date, and a brief description of the achievement.
* Emphasize how the award demonstrates your skills, dedication, and contributions.

**Example:**

**Award: Dean's List**

* Institution: University of XYZ
* Date: Fall 2019, Spring 2020
* Acknowledged for maintaining a GPA in the top 10% of the class, highlighting academic excellence and dedication.

**Student Example**

Email: StudentExample@gcccd.edu

Phone: (619) 867-5309

LinkedIn: linkedin.com/in/CuyamacaStudent

**Summary of Qualifications**

As a second-year community college student, I am adept at conducting research, analyzing data, and understanding group dynamics. With a passion for community engagement, I've actively contributed to volunteer initiatives, fostering teamwork and social change. I am a result orientated and flexible employee with a history of meeting targets and deadlines on research teams, outreach groups, and in youth mentorship roles.

|  |  |
| --- | --- |
| * Qualitative and Quantitative Research | * Team Collaboration and Leadership |
| * Data Collection & Cleaning | * Effective Communication |
| * Data Visualization | * Cultural Sensitivity and Diversity Awareness |
| * Focus Group Development & Narrative Analysis | * Social Media Management (TikTok, Instagram, YouTube) |

**Education**

**Cuyamaca College** (Expected Graduation: May 2024)

**Associate of Arts in Sociology**

*Relevant Coursework: Social Psychology; Intro to Race & Ethnicity; Contemporary Social Problems; Statistics; Calculus for Social Sciences; Research Methods in Psychology*

**Experience**

**Coyote Youth Mentorship Program**  
**El Cajon, CA**  
**Mentor and Outreach Volunteer** *(August 2022 - August 2023)*

* Mentored and provided academic support weekly to a cohort of 15 at-risk youth, leading to 100% graduation rate for cohort participants.
* Collaborated and led a team of 5 high school mentors to design, implement, and deliver 100+ interactive workshops at 10 San Diego County high schools on self-esteem, study skills, and time management.
* Conducted outreach efforts: canvassing, parent nights, community giveaways to engage new participants, resulting in a 25% increase in program enrollment.
* Recognized as "Volunteer of the Month" for exceptional dedication and positive impact on mentees.

**Cuyamaca College Sociology Club Research**   
**Project Title: Social Networks and Student Success at Community College** *(March 2022 - August 2023)*

* Over a year study, conducted insightful interviews and surveys with 100+ students, unveiling nuanced narratives about their social networks and academic journeys, complemented by quantitative analysis that revealed a 25% improvement in student success rates in cohort programs.
* Utilized Tableau to craft captivating charts and graphs that significantly improved the accessibility and engagement of intricate sociological findings, resulting in a 35% increase in viewer retention and comprehension
* Designed, conducted, and analyzed focus group sessions, identifying and interpreting recurring themes.
* Managed social media accounts during study and increased follower engagement and comments by 60% growth over 8 months.