

JANE DOE

123 Anywhere Dr., Apt 13 • Chicago, IL 60612
(312) xxx – xxxx • peacecorpsapplicant@gmail.com

KEY QUALIFICATIONS

- Bilingual professional with [insert degree and] over 3 years experience in domestic and international public health, including public health outreach and client services
- Fluent in Spanish and English (oral and written)
- Proven project management and leadership skills in multicultural settings

PROFESSIONAL EXPERIENCE

AmeriCorps Vista

Community Outreach Coordinator

Chicago, IL
Sept. 2017 – present • (40hrs/wk)

- Coordinate over 100 chronic-care home visits in under-served communities across Chicagoland
- Lead team of six health care professionals in service project to rehabilitate clinic waiting room
- Evaluate program effectiveness encompassing 15 health care professionals and 500 clients
- Provide Spanish interpretation services between health care professionals and clients
- Collaborate on HIV/AIDS prevention training for over 30 women in drug treatment program

Environmental Research and Education Center

Field Interpreter

Chicago, IL
May 2016 – Aug. 2017 • (20hrs/wk)

- Devised clear, accurate, and relevant lesson plans to educate diverse students on conservation
- Organized and led programs for school groups to integrate environmental conservation into science classes
- Prepared workshops and presented to build capacity of partner sites to develop and enhance programming

VOLUNTEER ACTIVITIES

Tacoma Community House

Adult Literacy Tutor

Chicago, IL
Jan. 2017 – Aug. 2017 • (15hrs/wk)

- Tutored over 10 students on a weekly basis preparing for GED exams in reading, writing, and math
- Taught math necessary for college entrance exams and general living skills to improve quality of life
- Demonstrated flexibility in aiding literacy-challenged adults to improve basic reading and writing skills

EDUCATION

University of Illinois Chicago (Chicago, IL)

Bachelor of Arts, Social Work, Minor: Psychology

May 2018

- Graduated with honors (3.75/4.0 cumulative GPA)

Universidad de San Francisco (Quito, Ecuador) – study abroad

Fall 2017

- Study Abroad: All classes taught in Spanish, lived with non-English speaking host family
- 30 hours of volunteer English teaching experience in small village environment with limited resources

SPECIALIZED SKILLS & TRAININGS

- **Computers:** Proficient in Microsoft PowerPoint, Word, Excel and Publisher
- **Languages:** Advanced oral and written Spanish (35 credit hours at University level), basic German
- **Certifications:** American Red Cross CPR & First Aid (2018)
- **Trainings:** Foundation Center Project Proposal/Grant Writing workshop (Feb. 2017); Budgeting/Financial/Management workshop (2018)

If you have a degree, add it into your first bullet to highlight your education.

"Results oriented professional" "Talented Educator" or "Bilingual Project Manager" are examples. Any professional title that describes your experience as related to position applying for can be used.

Name is the BIGGEST item on page - bigger than the headings too!

Key Qualifications Category is MUCH better than Objective - tailor your bullets to position you're applying for - **work in key words from job description** - generally 3 or 4 bullets is sufficient

USE-ED ACTION WORDS/fragment sentences (No 'I').

Avoid repeating action words - use synonyms.

BE CONSISTENT on your posting format (i.e. Organization or Title first). List experience in reverse chronological order (most recent first).

Use past tense for all jobs other than your current job.

Quantify your skills (i.e. number of years experience or clients served) when possible and include outcomes/results.

Use past tense for all jobs other than your current job.

Bullets are much easier to browse than paragraphs. Remember the average employer's first glance at a resume is only 8-12 seconds.

Either write out month and year or use abbreviation. Writing 06/06 makes it harder to read for employer.

Generally, list EDUCATION after the PROFESSIONAL EXPERIENCE section. Seeing education first may give the employer the impression of "Recent graduate, no experience."

If you do not have your Master's degree, consider listing a second entry to "beef up" your education (i.e. Study Abroad).

Special skills and trainings are a great place to put computer, language, and other skills. Can also label this section "Relevant skills and certifications" (tailor it to the job skills/duties).