

# Gaylord Camel

Buies Creek, NC • (252) 555-1234 • youremail@gmail.com

## EXPERIENCE

- |                           |   |                           |
|---------------------------|---|---------------------------|
| <b>Peer Tutor</b>         | Campbell University, Buies Creek, NC  | August 2021 - Present     |
| <input type="checkbox"/>  | Certified by International College Reading and Learning Association   |                           |
| <input type="checkbox"/>  | Tutor 12+ students in English, Math, Science and History  |                           |
| <input type="checkbox"/>  | Implement 5 creative learning techniques that aide students in passing exams  |                           |
| <input type="checkbox"/>  | Documented summaries of completed sessions for record keeping purposes  |                           |
| <b>Resident Assistant</b> | Campbell University, Buies Creek, NC  | August 2020 – Present     |
| <input type="checkbox"/>  | Facilitate the social, academic, and personal adjustment of 20+ students to community living on campus  |                           |
| <input type="checkbox"/>  | Develop and coordinate 2 monthly community building activities for residents where they learn more about mental awareness, drugs and alcohol, multiculturalism, healthy relationships, as well as safety and security |                           |
| <input type="checkbox"/>  | Manage 23 residents and resolved issues concerning the facility, rooming, and college transition  |                           |
| <input type="checkbox"/>  | Created 5 programs alongside 3 resident assistants to promote on-campus services  |                           |
| <b>Cashier</b>            | Bojangles, Dunn, NC   | August 2018 – August 2020 |
| <input type="checkbox"/>  | Assisted 20+ customers per shift by providing information and resolving their complaints.   |                           |
| <input type="checkbox"/>  | Received payment by cash, check, credit cards, or automatic debits.   |                           |
| <input type="checkbox"/>  | Operated cash register system for duration of shift   |                           |
| <input type="checkbox"/>  | Counted out cash in register at the end of every shift  |                           |
| <b>Barista</b>            | Starbucks, Smithfield, NC   | May 2017 – February 2018  |
| <input type="checkbox"/>  | Prepared and served 30+ hot and cold beverages, such as coffee, espresso drinks, blended coffees, or teas, per shift.   |                           |
| <input type="checkbox"/>  | Received 30+ per shift customer orders and conveyed them to other employees for preparation.  |                           |
| <input type="checkbox"/>  | Partnered with 2 baristas to learn 6 new drink menus for the upcoming season change   |                           |
| <input type="checkbox"/>  | Recommended beverages and food options to assist customers in their decision making process   |                           |

## EDUCATION

**Campbell University, Buies Creek, NC** Expected Graduation May 2024  
Bachelor of Arts in English  
Minor: Communications  
GPA: 3.4

## RELEVANT COURSEWORK

- Basic Biology
- Organic Chemistry I and II
- Human Anatomy and Physiology
- Health and Wellness
- Sports Management

## EXTRACURRICULAR ACTIVITIES/ VOLUNTEER EXPERIENCE

Campbell University Day of Service	2021-present
Local Homeless Shelter	2021-2022
Local High School, Volunteer Tutor	2020-2022

**Commented [KF1]:** Your name should be in a larger font, bolded, and centered at the top of your resume. Do not put this information in the header.

**Commented [KF2]:** Your location, current phone number and email should be centered and come after your name. Do not include your physical address, any the city and state abbreviation. Be sure to use a phone number and email that you have daily access to. You may also include your LinkedIn profile URL here, but it is not required. Do not put this information in the header.

**Commented [KF3]:** The immediate section to follow should be your experience. If you have any type of work experience that you were paid for, it goes into the experience category. If you only have academic experience, express this through various sections- relevant coursework, research, leadership, etc. It is important to separate this experience from any paid experience.

**Commented [KF4]:** For each experience, you want to list the title of the position you held (in bold), followed by the organization name and location, and then the time duration you were a part of this work. Remember to list all experience in reverse chronological order, meaning begin with the most recent experience.

**Commented [KF5]:** For each paid work experience job, you want to have up to 4 bullet points describing your work. You need to format it as seen here. Begin with the action verb, followed by the task, and ending with the quantified result (number). It is important to structure all work experience in this way.

**Commented [KF6]:** Following your work experience, your next section should be education. If you are a freshman or sophomore, you can include high school info. If you are a junior or senior, DO NOT include any high school info as it is no longer relevant. You should list your education as seen in this section. If you have a double major, list each of a separate line. If you completed another degree from another university, include it here. Do not list any transfer information here as it is not relevant.

**Commented [KF7]:** You can include any scholarships you have received here.

**Commented [KF8]:** Only list your GPA if it is higher than a 3.0.

**Commented [KF9]:** This section can be helpful when you are trying to fill up your resume. Highlight the courses that you have successfully completed and feel confident to talk about. Make sure the courses you include are relevant to the work you want to go into.

**Commented [KF10]:** It is extremely important to include any extracurricular activities, volunteer, and/or leadership experience on your resume. Employers want to see how you are engaged outside of the classroom. Only list the organization and time duration of your involvement.

**Commented [KF11]:** Your resume should only be one page and less than 650 words. DO NOT include your references on your resume. Have them on a separate document and make sure they are up to date.