

Starts with education before moving on to relevant experiences.

Emphasize your name and headings using all caps, a larger font size, bold, etc.

JANE K. DOE

10 PrepScholar Road • Chicago, IL 60623 • (555) 555-6834 • janekd@prepscholar.com

EDUCATION

University of Chicago, Chicago, IL Jun. 2016
Bachelor of Arts, English Language and Literature
Cumulative GPA 3.71/4.00, Dean's list, National Merit Scholar

Lines divide sections for easy reading.

EDUCATION EXPERIENCE

PrepScholar Tutors, Chicago, IL *ACT Teacher*, Dec. 2016-Present

- Lead classes of 15-25 students at schools all over the Chicago area
- Create lesson plans for all four ACT subject areas

Study & Prep, Chicago, IL *Tutor*, Jun. 2016-Present

- Instruct students on ACT test prep, college essay writing, and other subjects
- Review and edit students' essays
- Communicate with students, parents, and managers in a clear, timely manner

Bookmark Scholar, Chicago, IL *Literacy Intern*, Jul.-Sept. 2014

- Recruited and supervised volunteers
- Managed online contact database for volunteers and donors
- Ran literacy programs for groups of up to 20 students each to assist diverse children and teenagers develop reading and writing skills

COMMUNICATIONS EXPERIENCE

TeachYou Apps, San Francisco, CA *Writer and Editor*, Jun. 2016-Present

- Edit test materials for grammar and content, and replace questions as needed
- Create videos explaining solutions to reading test questions
- Compose blog entries about test prep utilizing SEO keywords

Fun & Fluent, Chicago, IL *Marketing Intern*, Nov. 2015-Jan. 2016

- Directed incoming calls, addressed inquiries, and scheduled classes
- Customized marketing materials, emails, and online listings
- Created, revised, and reformatted flyers and other communications

ADMINISTRATIVE EXPERIENCE

PS Arts, Chicago, IL *Administrative Assistant*, Nov. 2015-Jun. 2016

- Researched possible grants and organized them in a spreadsheet
- Updated online postings, created surveys, and organized data

Orthopedics Independent, Portland, OR *Receptionist*, Jul.-Sept. 2015

- Checked in patients and collected copays
- Scheduled appointments and recorded patient information in the database
- Answered the phone and addressed patient problems and questions

SKILLS

Computer: Microsoft Office Suite, Adobe Photoshop, Constant Contact

Languages: Proficient in Spanish

Most people end their resumes with a list of relevant skills and/or certifications.

Employs bullet points and strong action verbs.

Uses clear headings relevant to field of study.

Uses reverse chronological order.