**Name**

2014 Success Street, Charleston, SC 29401

(843) 123-4567

ProfessionalSounding@email.com



**OBJECTIVE** Secure a position in (*your major/ desired occupation*) with/in (*location/specific business name*). Should be short and to the point

**WORK EXPERIENCE** ***Bubba Gump Shrimp Company, Charleston, SC   
Hostess, May 2019-August 2021***

* *Collaborated with General Manager to develop new marketing strategies to attract new customers*
* *Assisted manager with updating food and drink menu to make it more appealing for customers*
* *Organized seating chart for 30 tables and ensured customers were seated in a timely manner*

**VOLUNTEERISM Charleston SPCA, Charleston, SC, August 2021- Present**

* Maintain and refreshed kennels with appropriate materials and refreshed kennels daily, ensuring
* Receive and screened telephone calls, referred callers to appropriate colleague
* Worked well under pressure, communicating ideas clearly

**EDUCATION**  **Early College High School**, Charleston, SC   
 *High School Diploma*, June 2022

* \_\_\_ GPA
* Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program of Studies / High School Major
* Member of the \_\_\_\_\_\_\_\_\_ team
* \_\_\_\_\_\_\_\_ award winner

**REFERENCES**

**Mr. John R. Nice**

*Charleston Goods*

*Owner and Operator*  
Email

(843) 123-4563

**Mrs. Kathryn Adams**

*Charleston County*

*Human Resources*   
Email

(843) 123-4563

**Mr. Chase Johnson**

*Sports Services*

*Accounting Manager*   
Email

(843) 123-4563

**TIPS- This page should be deleted and not part of your resume.**

* Ideally, everything should fit on one page. References can be on a 2nd page if needed. When making your first resume, put everything you think should go on there and we can work with formatting.
* Other Heading Examples: Class Projects, Leadership-
* Font Size: 10-12. 11 is ideal. Font size for your name- 20-22
* Bold and italicize to help words stand out from one another. Ex: Employer name, title
* Use bullets and action verbs to explain your task, skills, abilities, and accomplishments
* No personal pronouns like I & We
* Check grammar, spelling, and punctuation- always have someone proofread
* Save & send as PDF if possible- this will protect the document so it won’t get skewed.
* Get creative- try not to repeat the same bullets for similar positions
* If possible tailor it for the position you are applying to
* References: List 2-3 people that know you and can vouch for your work ethic & integrity. Be sure to ask the individuals if it is okay to use them. Someone not related to you. Company they work for, position they work in, their email and best phone number. References can be on the 2nd page.