

Bobby McWilliams

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Commented [BKK(1)]: Before submitting for a job, save as a PDF with your full name resume: Joe Sample Resume. Your resume should be only 1 page.

EDUCATION

Bachelors Business Administration

Colorado Christian University, Lakewood, CO

Expected Graduation: May 2020

Cumulative GPA: 3.5

Commented [BKK(2)]: Be sure that all items on the right hand side are lined up properly. Notice how all dates and GPA are lined up perfectly. This is done by using a right tab.

High School Diploma

Royal High, Simi Valley, CA

Graduated: May 2016

GPA: 3.8

Commented [BKK(3)]: Generally, if you have a 3.5 and above, you will include your GPA. Otherwise, it may be better to leave it off.

Commented [BKK(4)]: Include GPA if 3.5 or above.

Scholarships, Honors and Achievements

Awarded CCU President's Scholarship

Awarded CCU Partners in Spiritual Transformation Scholarship

Graduated high school with Academic Honors

Elected High School Student Body President

Commented [BKK(5)]: Below are examples of what you will include in this section.

Related Classes

AP Statistics

AP Literature and Language

Commented [BKK(6)]: Only include classes related to the position you are pursuing. If you do not have any, delete this section.

WORK EXPERIENCE

Position, Employer

City, ST

Month Year – Present

- Results-oriented statement, might also include duties and tasks
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Commented [BKK(7)]: If you have no work experience, focus on community service and volunteer work that you have done in the past and tell what skills you have developed, especially if you did anything with organizing people or groups

Notice how all of the sections under Work Experience follow the same format: Position, Employer on the first line and location and dates on second line.

Kitchen Assistant, Noah's Ark Whitewater Rafting

Buena Vista, CO

May 2016 – August 2017

- Assisted in the preparation of 50 clients' meals per day
- Maintained a clean and orderly environment for clients and cooks
- Participated in training exercises for current ECOLAB products

Commented [BKK(8)]: Start each statement with an active verb. If this is a job that you are still doing, use present tense, otherwise use past tense. Focus on numbers, stats and results. Watch this short video to learn how to write results-oriented statements: <http://www.youtube.com/watch?v=bOSKynkOqQE>

Notice that a period is not used at the end of these statements. If you want to use a period, be sure to be consistent and end all statements with a period.

Courtesy Clerk and Cashier, Safeway

Simi Valley, CA

May 2013 – May 2016

- Operated computerized cash register requiring attention to detail for 150+ customers per shift
- Provided friendly customer service to each customer in fast-paced setting
- Trained 7 courtesy clerks and 2 cashiers

Commented [BKK(9)]: These last two positions are examples of what you might include in this section. Delete these examples and replace with your work experience following the same format as in the first position.

SKILLS/EXPERIENCES

Proficient in Social Media (Facebook, Instagram, and Twitter)

Leadership skills developed as a Junior Leader for 3 YoungLife Summer Camps

Habitat for Humanity Volunteer - Building Assistant on 2 homes

P.O.S.T (Parks Open Space Trails) Volunteer - Trail work on 12+ trails

Commented [BKK(10)]: Below are examples of what you might include in this section. Focus on other experiences that are relevant to the job but also include experiences that demonstrate skills you possess that have not been listed elsewhere on your resume. You may also highlight a skill that is listed in work experience, but also initially or further developed through sports or volunteering.