

Resume Guide

Contact Info

Email, phone, address: Make sure all are updated

Education

Only include GPA if above 3.0
Match to current cumulative GPA on transcript
Don't include Eastside GPA without college GPA
Include classes related to jobs you are applying to (Optional)
Delete Eastside entry after your 1st or 2nd year of college

Class Projects (Optional)

Any relevant projects that show your interest in or skills/experience related to the jobs you are applying to

Experience

Most recent entries at the top and oldest at the bottom
Start bullets with power verbs
Quantify scope- use numbers and show results

Leadership Experience

If you hold/held leadership role in a club on or of campus

Volunteer Experience

If you have significant/related volunteer experience
Can also fold it into the Experience section or rename it Relevant Experience

Additional Information

Languages: Label your ability appropriately
No need to include, "Fluent in English"
Technical Skills: Label your ability appropriately
Other: Include to show your interests, accomplishments, and personality (Optional)

Betty Cooper

(555) 555-5555 bettyc@riderdale.edu
123 Main Street, Riverdale, CA 94000

Education

University of California Riverdale

Bachelor of Arts in Psychology, expected May 2021

Riverdale, CA

August 2017 - Present

- *Relevant Coursework:* Statistical Procedures, Research Procedures, Industrial Organizational Psychology, Health Psychology, The Brain and Behavior, Cognitive Processes, Abnormal Psychology
- *Extracurricular Activities:* Latin American Dance Team and Intramural Volleyball Team

Eastside College Preparatory School

High School Diploma, May 2017

East Palo Alto, CA

August 2013 - May 2017

- *Extracurricular Activities:* Girls Soccer Team, Varsity Volleyball Team, and Student Council

Relevant Class Projects

- Analyzed 12+ primary sources and wrote 25-page paper on the effectiveness of programs to reduce juvenile recidivism
- Researched impact of interracial marriages for non-citizens in their citizenship process

Work Experience

Bay Area Legal Aid

Summer Intern

Redwood City, CA

May 2018 - August 2018

- Created 120+ domestic violence restraining orders for clients, lled out online forms, compiled supporting documents, obtained proper signatures, and reviewed packets with clients
- Translated from Spanish to English ~80 declarations from clients documenting details of abuse Interacted with ~5 walk in clients at the front desk each day, answering questions and referring them to appropriate resources

Saint Francis of Assisi Youth Club

Third Grade Teacher

Riverdale, CA

May 2017 - August 2017

- Created 6-week curriculum for ~25 rising low-income, minority 3rd graders
- Taught 2 math classes, improving students California standard scores by ~50% by end of summer

Classroom Assistant

May 2016 - August 2016

- Supervised ~20 rising 3rd-5th grade children during classroom activities
- Communicated with 2 Spanish-only speaking children in Spanish and English so that by the end of the summer they could understand instructions and communicate confidently in English with others

Leadership Experience

Hermanas Unidas Inc.

Co-Chair (May 2018 - Present), External Social Chair (June 2017 - May 2018)

Riverdale, CA

May 2016 - Present

- Advertised meetings and events by email and engaging texts, achieved highest attendance rates ever
- Led and planned weekly meetings for 14 board members and general meetings for ~35 members
- Created a survey for 1st year students to gain insights on what they were looking for in events, and adapted to better meet their needs and expectations

Additional Information

- Fluent in Spanish; familiar with Portuguese
- Proficient in Word, PowerPoint, Google Docs, Google Slides; familiar with Excel and Adobe Photoshop
- Enjoy landscape photography and writing poetry. Hiked for 30 days in Alaska with NOLS