**Samuel Smith** samuel.smith@mymail.champlain.edu

Burlington, VT (802) 123-4567

**Key Skills**

* Four years of work experience in customer-focused positions
* Proficient in Microsoft Office on PC and MAC
* Conversational Spanish skills
* First Aid and CPR-certified
* Teamwork and collaboration skills

**Education**

**Champlain College** | Burlington, VT

Pursuing a *Bachelor of Science Degree in Business.* Anticipated graduation: 05/2023

* Member of Champlain Has Motivational Activities and Programming (C.H.A.M.P.), a student-run organization that plans and hosts weekly social and recreational activities on campus
* Participant in intramural volleyball

**Alexander Hamilton High School** | New Albany, VT

*High School Diploma* 06/2019

* 3.6 GPA; member of the National Honor Society; enrolled in AP classes senior year
* Participant in Student Government, Community Service Club, and Model United Nations
* Varsity athlete in Track and Field and Basketball
* Worked 15 hours/week during the school year and full-time summers throughout high school

**Work History**

**The Big Scoop** | New Albany, VT

*Ice Cream Attendant* 06/2015-08/2019

* Provided excellent customer service by greeting with a smile and promptly filling orders
* Demonstrated comprehensive knowledge of products and promoted local ingredient sources
* Accurately processed cash, debit/credit, and Apple-Pay transactions
* Stocked store supplies and sanitized work and customer areas
* Entrusted with additional responsibilities each year and consistently earned pay raises

**Woodsy Owl YMCA Camp** | South Village, VT

*Counselor in Training; Junior Counselor* 06/2018-08/2018; 06/2019-8/2019

* Served as a positive role model and supervised 15 youth, ages 8 to 12, during week-long camps throughout the summer
* Developed age-appropriate activities that kept children active and helped them develop skills in teamwork and sportsmanship
* Taught basic First Aid and educated campers about basic outdoor survival skills
* Invited to return for a second season and entrusted with additional responsibilities

**Volunteer Experience**

**New Albany Food Shelf** | New Albany, VT

*Store and Fundraising Volunteer* 09/2015-06/2019

* Volunteered weekly and proved myself as a dependable community volunteer with a strong record for making a difference
* Provided food supplies and meals to families in need while raising money to expand these efforts
* Handled a variety of tasks including heavy lifting, organization, and communicating with the public
* Earned recognition as “Youth Volunteer of the Year” in 2015

**Hobbies/Interests**

* Avid video game player and enjoy listening to music of all types

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**References**

While you are working on your resume, you may also want to create a reference list. Some candidates opt to list references on the second page of a resume. Most save the information in a separate document. Have at least three references; collect the following info for each.

Name, Title Phone

Organization E-mail

Address

Name, Title Phone

Organization E-mail

Address

Name, Title Phone

Organization E-mail

Address