

Jenny Nguyen

777 N Sunny Street Vancouver, WA 98686 • (360) 555-6721 • jenny.nguyen@gmail.com

EDUCATION

Bachelor of Arts/Science in your major

May 20XX

Focus: Be sure to include any concentration, minors or certificates you are completing

GPA: 3.5

Washington State University (WSU), Vancouver, WA

Relevant Coursework: You may want to include relevant classes you have taken. Make sure to list the course name; there is no need to list the course number.

RELEVANT PROJECTS

Project Title, Name of Class, WSU Vancouver

Semester

- Adding relevant projects is a great way to target your resume. You can add projects in addition to any relevant experience you have.
- Some students may not have any relevant experience yet and may only have relevant projects listed.
- You can even add a relevant research paper you wrote if it applies to the job or internship.

Project Title, Name of Class, WSU Vancouver

Semester

- Use bullets beginning with action verbs describing the project – make sure to be specific --for example highlight 1 type of technical/computer skills you used.
- Make sure to emphasize specifically how YOU contributed to the project if it was a group project.
- What was the result—did you present the project?
- Use the job or internship description to help you determine which skills to highlight.

PROFESSIONAL DEVELOPMENT

Member, Student Club Name, WSU Vancouver

August 20XX – May 20XX

- Add a bullet here to describe involvement with the club.
- You can also add titles of any outside professional development presentations or conferences you attend. Be sure to include dates. This is an optional section on your resume.

WORK EXPERIENCE

Server, McMenamin's, Vancouver, WA

September 20XX – August 20XX

- Promoted from hostess to server within 3 months, trained 3 other servers.
- Demonstrated excellent multi-tasking abilities in a high volume restaurant.
- Received server of the month award, consistently met or exceeded sales goals.

Laborer, Synergy Construction, Vancouver, WA

May 20XX – June 20XX

- Developed team working, critical thinking and problem solving skills in a fast-paced environment.

Life Guard, Vancouver Community Pool, Vancouver, WA

Summers 20XX, 20XX

- Demonstrated leadership skills by training new lifeguards on pool regulations and job responsibilities.

ACTIVITIES

Member, Indoor Sports Adult Soccer League, Salmon Creek, WA

February 20XX – Present

Volunteer, Stream Team, Vancouver, WA

March 20XX – Present