

Jane A. Doe

City Where You're Located · janedoe123@gmail.com · 123-456-7890 · LinkedIn Link

EDUCATION

University of Georgia

Athens, GA

Degree

Expected Graduation: _____

Minor/Certificate

WORK EXPERIENCE

ABC Clinic – Athens, GA

May 2023-Present

Position

- Include any day-to-day tasks you did
- Should only be 1-3 bullets, starting with an action verb (present if current, past if you are no longer in the position)

XYZ Hospital – Athens, GA

June 2022-August 2022

Position

- Only include relevant positions. On your master copy of your resume, you can include all of your work experience.
- Insert description.

Private Tutor – Athens, GA

February 2018-August 2021

Tutor

- Tutored grades K-12 in math, reading, and science.
- Insert description.

COMMUNITY INVOLVEMENT & VOLUNTEERING

Athens Heart Center – Athens, GA

August 2023-Present

Volunteer

- Takes blood pressure, electrocardiograms (EKG), and finger sticks on patients.

UGA Doctors Without Borders Student Chapter – Athens, GA

May 2023-Present

Member

- Insert description.
- Insert description.

ABC Homeless Shelter – Athens, GA

January 2023-Present

Volunteer

- Insert description.

SKILLS & CERTIFICATIONS

Basic Life Support Certification (CPR and AED) – *American Heart Association*

July 2023

Certified Phlebotomy Technician – *National Healthcareer Association*

December 2022

Google Suite (Docs, Slides, Sheets)

Microsoft Office (Word, PowerPoint, Excel, Outlook, OneDrive)

Language (Fluency)

HONORS & AWARDS

The President's Volunteer Service Award – Gold (300 hours, 2100 hours)

May 2022 & May 2023

Metals Service Center Institute – Mid-South Chapter Scholarship

2020 & 2022

Presidential Scholar

2020

XXX Award

2019