Jonathan Doe

john.doe@gmail.com ❖ (###) ###-#### ❖ Sacramento, CA

SUMMARY (Optional)

1-3 lines long, include experience level, something related about the position, and relocation (if applicable).
Example: Experienced Communications Major with a track record of over 5 years, eager to leverage well-honed social media marketing and project planning expertise to drive results.

EDUCATION

American River College   **Sep 2020 – Present**
Associates, Geography - Transfer IGETC CSU   *Sacramento, CA*
- Overall GPA: 4.0 / 4.0
- Member of Honor Society
- Relevant Coursework: Intro to Macroeconomics, Intro to Microeconomics
- Education should be near the top if you have less work experience or you're a recent graduate. Move to the bottom if you have plenty of experience.

WORK & VOLUNTEER EXPERIENCE (Remove volunteer if none)

Business   **Jul 2023 – Present**
Job Title   *Sacramento, CA*
- Make a copy of this template to start editing it on either Google Docs or Microsoft Word.
- Use 3-5 bullet points per each job; try to keep it consistent, but recent jobs can have more.
- Vary your action verbs and try not to use a verb more than twice. Thesaurus.com is your friend!
- Fit in concrete numbers to show what impact you've had in the past.

Project   **Aug 2022 – Jul 2023**
Role or Title (Volunteer)   *Roseville, CA*
- Try to fit a whole page. You can go up to 2 full pages, but no longer.
- Many Applicant Tracking Systems are used by businesses to help streamline hiring processes
- ATS software cannot read tables, columns, headers, footers, or text boxes. Avoid using them!
- Remember, we're here to help: CAPSS offers free resume consultations. Email or call us today!

American River College   **Sep 2021 – Aug 2022**
Student Social Media Specialist   *Sacramento, CA*
- Managed Career & Pathways Support Services Twitter, Facebook, and Instagram accounts.
- Created 20-35 unique graphic per month to advertise university-ran workshops, quarterly district-wide career fairs, and similar student and community-focused events.
- Collaborated with city departments and companies to share job postings and hiring events.
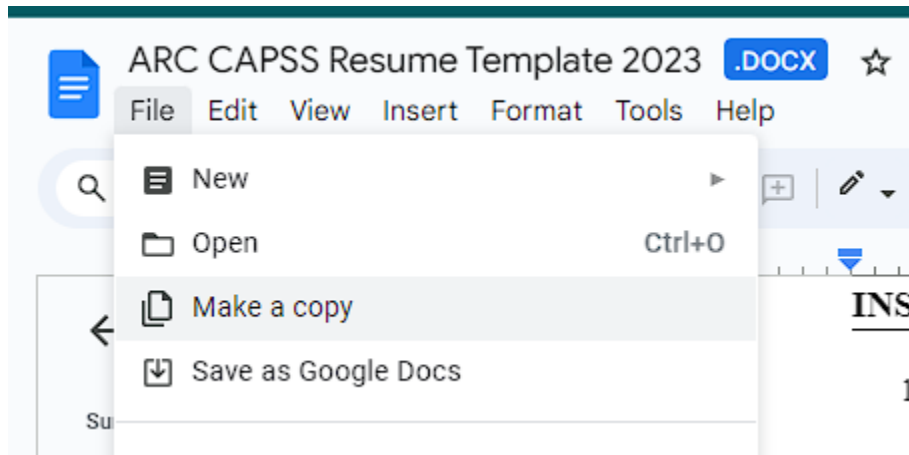- Increased monthly workshop attendance to over 40 attendees on average.

SKILLS

Foreign Languages (Fluent), Leadership, Communication, Programming: HTML/CSS, Java, JavaScript, Graphic Design: Adobe Illustrator (Intermediate), Adobe Photoshop (Advanced).