

John Doe

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(216) 123-4567

OBJECTIVE

Seeking a position in community outreach working for a non-profit organization utilizing skills in communication, advocacy and relationship building.

EDUCATION

Cleveland State University (CSU), Cleveland, OH
Bachelor of Arts, Urban Studies

Expected graduation: May 2019
GPA: 3.6

HONORS/AWARDS

Choose Ohio First Scholarship
Academic Achievement

2016

RELATED COURSEWORK OR PROJECTS

Project #1

2017

- Brief explanation of project

SKILLS

- Microsoft Excel
- Project management
- Community Service
- Research
- Problem solving
- Public speaking

RELATED EXPERIENCE

Company Name, Cleveland, OH
Title, Department

August 2016-Present

- Most relevant accomplishment or results
- Most relevant accomplishment or results

Company Name, Cleveland, OH
Intern, Department

January 2015-July 2016

- Most relevant accomplishment or results
- Most relevant accomplishment or results

LEADERSHIP

CSU Student Life and Housing, Cleveland, OH
Orientation Leader

Summer 2016

- Brief explanation

VOLUNTEER EXPERIENCE

Cleveland Animal Protective League, Cleveland, OH

Spring 2016-Present

OTHER EXPERIENCE

Starbucks, Cleveland, OH
Barista

May 2016-Present



Career Development
& Exploration