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Objective

A part-time position utilizing communication and customer service skills

Comment [M1]: The objective should change with each job and target the skill set needed for the position.

Education

Auburn University; Auburn, AL
Bachelor of Arts in Public Relations; May 2013

Comment [M2]: If you are a freshman or sophomore, you may still list your high school information, but it should follow college as everything on your resume should be listed present to past.

Experience

Cutie Cupcakes Bakery; Greenbow, AL
Baker's Assistant; January 2009-July 2009

- Mixed cupcake recipes accurately and efficiently
- Monitored multiple ovens and batches simultaneously
- Provided friendly customer service to achieve an enjoyable shopping environment

Comment [M3]: Start each bullet with an action verb that ideally communicates a skill that the future employer is seeking. Follow the verb with examples of your successes and try to quantify your results as seen in the next experience entry. See additional examples and sample action verbs in the CDS Handbook located at www.auburn.edu/career.

Marco Polo Pools; Greenbow, AL
Lifeguard; May 2007-August 2007

- Supervised up to 50 swimmers at a time ensuring safety of pool patrons
- Instructed groups of 8 children in proper swimming techniques
- Maintained cleanliness of facilities and performed daily safety inspections

Volunteer Experience

Reading for Success; Greenbow Public Library; 2006-2009
Ecuador Mission Trip; Summer 2008
Senior Activity Day; Greenbow Nursing Home; 2006-2008

Comment [M4]: This might be a leadership or activities section as well. Make sure you include the dates of your involvement and any leadership positions you held. Also, make sure it is an activity that communicates to your audience.

References

Available upon request

Comment [M5]: This section may be eliminated if you do not have space. Your references should be listed on a separate page that is set-up with the same header and format as your resume.