

# 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 2016  
Academic Achievement

## 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 August 2016-Present  
Title, Department  
• Most relevant accomplishment or results  
• Most relevant accomplishment or results

Company Name, Cleveland, OH January 2015-July 2016  
Intern, Department  
• Most relevant accomplishment or results  
• Most relevant accomplishment or results

## LEADERSHIP

CSU Student Life and Housing, Cleveland, OH Summer 2016  
Orientation Leader  
• Brief explanation

## VOLUNTEER EXPERIENCE

Cleveland Animal Protective League, Cleveland, OH Spring 2016-Present

## OTHER EXPERIENCE

Starbucks, Cleveland, OH May 2016-Present  
Barista