**Full name**

52 Lombard Way | New Haven, CT 06511 | (203)-678-0988 | sample@yahoo.com

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**EDUCATION (Most recent degree first)**

Gateway Community College, New Haven, CT **August 2017 – May 2021**

*Associate of Science in Business*

Badsbury University**,** Lowell, MA **August 2015 – May 2017**

*Bachelor of Science in Communications*

**WORK EXPERIENCE or PROFESSIONAL EXPERIENCE** *either title is fine* (most recent job first)

*Teller*

Bank of America –Wallingford, CT **July 2020 - Present**

* Assist customers with various transactions
* Compile report at end of shift for manager review
* Prepared teller station for next day services

*Front Desk Associate* **September 2018 – July 2020**

Maritime Real Estate – North Haven, CT

* Managed multi-line phone system
* Directed clients to appropriate agents for assistance
* Filed electronic and physical copies of all office transactions

**\*\*Write in any other related jobs or jobs that provide value following same format as above\*\***

**Have you done any volunteering that can enhance your resume? If yes right as follows:**

***COMMUNITY SERVICE***

* American Red Cross, New Haven, CT December 2018-January 2019

**CERTIFICATIONS?** Such as Certified Nursing Assistant, (C.N.A), CPR, Registered Nurse (RN), if yes write as follows:

**CERTIFICATIONS**

* CPR Certification, American Red Cross, exp. June 2021

**(See next page for additional information on listing Skills, or Extracurricular Activities)**

**SKILLS?** Computer skills (Microsoft office suite), Software, Machinery, so forth. Write as follows:

**SKILLS**

* **Microsoft Office Suite** (Word, Excel, PowerPoint, Outlook)

**INVOLVEMENT/EXTRACURICULAR ACTIVITIES?** Such as student clubs/organizations. List any roles as well (President, Communications Chair and so forth)

* Student Government Association, Treasurer, Fall/Spring 2020-2021
* Student Nurses Association, Fall/Spring 2020-2021

\*\*\*If more space is needed consider combining sections such as **CERTIFICATIONS & SKILLS\*\*\***

**\*\*\*IMPORTANT: If you are a new to working full-time for a whole year, 5 days a week, or if you are entirely new to a field and do not have a lot of related experiences. YOUR RESUME SHOULD BE NO LONGER THAN A PAGE.**

**If you have related experiences, or have worked for several years and have experiences that can speak to a position, and you need room, your resume can be up to 2 pages.**

**\*\*REMEMBER TO DELETE ALL NOTES/TIPS IF USING THIS SAMPLE\*\***