

JANE P. VOLUNTEER

555 North 5th Street ♦ Make Believe, CA 55555
Cell Phone: 555-555-5555 ♦ E-mail: jpvolunteer@gmail.com

KEY QUALIFICATIONS

Creative and dedicated philosophy major with a passion for sustainable agriculture. Grew up on a 300 acre corn, wheat, and dairy farm. Showed horses for 4-H in high school. Girl Scout for over 10 years. Proven work ethic, communication, and organizational skills. Maintained personal herb garden for two years.

Commented [HK1]: Agriculture positions typically require a bachelor's degree plus three months full time growing experience, OR 1-3 years full time growing experience on a large scale farm.

Agriculture Experience

My College Green Landscaping
Landscaping assistant

Make Believe, CA
September 2011-Present

- Work 10 hours a week for four years nearly 2,000 hours of landscaping experience
- Mow more than two acres of campus lawns
- Plant six varieties of shrubs and 10 varieties of bulbs seasonally as needed
- Water, mulch, and maintain upkeep of eight plant beds and lawns

Commented [MJ2]: Break out your agriculture and volunteer experience under separate headings.

Commented [HK3]: Quantify your experiences whenever possible. (# of hours worked, # of students taught, etc.)

Wherever Green House
Green House Worker

Make Believe, CA
Summer 2012

- Worked full time three months for a total of 500 hours
- Educated customers on selecting best plants for their needs
- Learned about and sold more than 200 plant varieties

Commented [HK4]: List all possible agriculture experience, including landscaping, growing, planting, harvesting, fishing, construction, livestock, and tree care experience.

Volunteer Experience

New Zealand People Plant Commune
Resident

Somewhere, New Zealand
March 2013

- Lived and worked for a week as part of a team in a self-sustaining commune
- Operated, maintained, and cleaned hydroponics fish unit
- Contributed to effort to keep slugs off garden plants

Red Cherry Orchard
Cherry Picker and Canner

New Place, MI
Summer 2011

- Worked part time on family cherry farm for a total of 450 hours
- Picked, washed, sorted, and canned cherries

Commented [HK5]: If you are a recent college graduate feel free to list all relevant high school work and volunteer experience.

Habitat for Humanity
Participant

Somewhere, CA
March 2012

- Collaborated with 20 other volunteers to build a home over Spring Break
- Gained more than 50 hours of construction experience working with drills, saws, and other power tools

Other Experience

XYZ College Philosophy Department
Researcher

Make Believe, CA
May 2013-August 2014

- Assisted Dr. Y with research grant focusing on millennials knowledge of philosophy
- Conducted 35 in-person interviews and transcribed notes from college students age 18-22

Commented [HK6]: More than one page is recommended for a Peace Corps resume!

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XYZ College
Resident Assistant
Make Believe, CA
September. 2012-April 2013

- Mediated disagreements between roommates
- Provided sense of community and support in residence hall for students
- Set goals for self, worked well under supervision, and set professional boundaries

Commented [HK7]: Use action verbs.

John James Pizza Delivery
Delivery and Cashier Associate
Somewhere else, MI
March 2009-Sept 2010

- Delivered pizzas, handled money, and developed a good sense of direction, and customer service skills

Commented [HK8]: Use consistent formatting through your resume.

Blue Bird High School Theater Department
Participant
Somewhere else, MI
2008-2010

- Constructed sets with power drills, painted props, and sewed costumes
- Performed in three plays on stage and designed sets for four others

Education

XYZ College Bachelor of Arts
Philosophy major, International Studies minor
Make Believe, CA
Expected graduation Date: May 2015

- GPA: 3.86/4.00
- Study Abroad: Week in New Zealand (March 2013)

Commented [HK9]: Include your GPA (you are encouraged to upload transcripts to your application as well)

Leadership & Community Involvement

President, Student Association of Biology Students
Jill Gre's City Council Campaign
Maintain personal window herb garden
Cofounder of Students for Food Justice
Orientation Leader
Girl Scout Gold Award
Member, high school speech and debate team
September 2013-December. 2014
August- November 2013
September 2011-March 2014
September 2012- December 2013
Fall 2012, 2013
May 2010
2010-2011

Technical Skills

- **Culture:** Can integrate into new cultures
- **Environment:** Can compost and start recycling programs (Girl Scout Gold Award Project)
- **Languages:** Spanish (4 years of high school and one semester of college level)
- **Computers:** Microsoft Office (Word, PowerPoint, Outlook, Excel) maintains personal website, can edit video and sound

Commented [HK10]: Include any language study and international travel/living/study

Commented [HK11]: No need to list references! The Peace Corps application asks you to list them separately.