

# JOE VOLUNTEER

555 North 5<sup>th</sup> Street Make Believe, CA 55555  
Cell Phone: 555-555-5555 email: [jvolunteer@gmail.com](mailto:jvolunteer@gmail.com)

## KEY QUALIFICATIONS

Creative and dedicated professional with more than five years' experience working in all aspects of business: management, marketing, budget control, inventory, and bookkeeping. Proven work ethic, communication, and organizational skills, with a passion for sustainable business development. Past overseas experience working with micro-credit lending in India.

### Business Experience

Pander Bread Smith  
Manager

Make Believe, CA  
September 2011-Present

- Manage a crew of 10 staff members for 20 hours a week -nearly 2,000 hours of total experience
- Keep restaurant fully staffed and operational by writing and implementing weekly employee schedule
- Analyze restaurants needs and sales history to order inventory and keep supplies stocked

**Commented [HK1]:** Peace Corps resumes do not need to be chronological. START with your MOST RELEVANT experience! Remember: Your hiring manager will be sorting through hundreds of resumes. Make it clear you qualify for their program!

**Commented [HK2]:** QUANTIFY your experiences whenever possible. (# of hours worked, # of students taught, etc.)

Credit and Lending

Deli, India  
Summer 2012

Micro-Credit loan Officer

- Worked full time three months summer internship for a total of 500 hours
- Used social media and distributed posters to market available funding opportunities
- Educated local community about how to apply for a loan and expectations of repayment
- Balanced budgets, updated accounts on accrued interest, and went to the field to monitor project

**Commented [HK3]:** Make sure to list ALL POSSIBLE aspects of business you have worked with: marketing, budgets, financial planning, inventory control, bookkeeping, cost analysis, credit unions, management, non-profit experience, banking, etc.

New Beats DJ Business

Somewhere, CA  
2009-2011

Co-owner

- Provided music and entertainment at more than 30 parties and private events
- Effectively used social media to build relationships with clients, market my business, and keep up with industry trends
- Negotiated basic contracts and price quotes, sent bills and collected payments, and educated myself on some business tax regulations

### Training/Tutoring/ Volunteer Experience

ABC Fraternity

Somewhere, CA  
Sept. 2012-Present

Involvement Chair

- Developed curriculum for new members to learn about service and the fraternity's history
- Taught over 200 hours of the five-hour training module for new members

**Commented [HK4]:** List any leadership experience

Sustainable Soap

Somewhere, CA  
March 2012-Present

Co-Founder

- Gathered soap and shampoo from local hotel chains to donate to homeless shelters
- Founded a sustainable volunteer project for local fraternity still in existence
- Collected over 300 bottles of shampoo and 500 bars of soap for charity

**Commented [HK5]:** Use action verbs

Charities R Us

Somewhere, MI  
March 2009

Tutor

- Tutored English to refugees during school break for National Honor Society
- Gained 50 hours of volunteer service required for high school graduation

**Commented [HK6]:** If you are a recent grad, include items from high school if they pertain to a Peace Corps assignment

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## Other Experience

XYZ College Conference  
**Presenter**

Make Believe, CA  
May 2013

- Shared projects and lessons from India with Philosophy students in 2-hour presentation

John James Sandwich Delivery  
**Delivery and Cashier Associate**

Somewhere else, MI  
March 2009-Sept 2010

- Delivered sandwiches, handled money, and developed customer service skills

Blue Bird High School Business Professionals of America  
**Participant**

Somewhere else, MI  
2008-2010

- Attended weekly education programs about business plans and development

## Education

XYZ College Bachelor of Arts  
**Philosophy major, International Studies minor**

Make Believe, CA  
Expected graduation Date: May 2015

- GPA: 3.562/4.00

## Leadership & Community Involvement

Involvement Chair of ABC Fraternity  
Member of ABC Fraternity  
Cofounder of Students for Sustainable Soap  
Orientation Leader  
Member, high school speech and debate team

September 2013-Present  
September 2011-Present  
March 2012  
Fall 2012, 2013  
2010-2011

## Technical Skills

- **Culture:** Integrated into Indian culture in the following ways:
  - Developed friendships and spent time outside of work with co-workers to learn about their traditions, hobbies, and food
  - Used language skills while traveling, shopping, and reading media publications
  - Visited borrowers in their local communities to better learn about their businesses and challenges
- **Languages:** Spanish (4 years of high school and one semester of college level); Hindi (conversational)
- **Computers:** Microsoft Office (Word, PowerPoint, Outlook, Excel) maintains personal blog

**Commented [HK7]:** Peace Corps resumes should be more than one page

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

**Commented [HK9]:** Any degree is welcome to apply with two to four plus years of business or non-profit management experience. Those with a degree in business administration, public administration, management, accounting, banking, finance, economics are also encouraged to apply to Community Economic Development positions.

**Commented [HK10]:** Include your GPA. In the application portal, you will also have an opportunity to upload your transcripts.

**Commented [HK11]:** Include any language study and international travel/living/study abroad.

**Commented [HK12]:** No need to list references. The Peace Corps application will prompt you to list two. (One professional and one personal reference)