

JULIE M. VOLUNTEER

555 North 5th Street Make Believe, WI 55555
Cell Phone: 555-555-5555 email: jmvolunteer@gmail.com

KEY QUALIFICATIONS

Creative and dedicated Sociology major and Peace Studies minor with a passion for women's health. Previous experience traveling and working in West Africa. Fluent in French. Demonstrated commitment to community service.

Commented [HK1]: List your health experience separate from other work experience. **List your most relevant experience first.** Remember: Your hiring manager will be sorting through hundreds of resumes. Make it clear you qualify for their program!

Health Certifications

Emergency Medicine Training (EMT) Certification
Participant Somewhere, WI
Sept 2012-May 2013

- Completed a four month training course (totaling 196 hours of emergency medicine)
- Worked 16 hours of clinical rotation and 16 hours of ambulance observation

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

Cardio-Pulmonary Resuscitation (CPR) Certification
Participant Somewhere, WI
Sept 2012-May 2013

- Completed two hour CPR for adults, children, and infants through the American Red Cross

Health Experience

Blue Lake Camp
Medical Assistant Make Believe, WI
Summer 2014

- Promoted from counselor my second summer to medical assistant of the camp
- Screened children's medical wounds and treated small scraps and sprains
- Called nurse on duty for severe cases and called for ambulance if necessary

Commented [HK3]: List all possible health experience: AIDS outreach, sex ed, family planning, First Aid, EMT, CPR, hospital/clinic/hospice care

Commented [HK4]: Use action verbs

Mainstay Hospital
Volunteer Somewhere, WI
Sept 2012-May 2013

- Worked in the child care center of the hospital, providing relief for parents of hospitalized individuals
- Gained knowledge of a working hospital setting

Commented [HK5]: Use consistent formatting

Faith Community XYZ
Volunteer Make Believe, WI
March 2012

- Taught the benefits of abstinence to community teen group- a total of 4 hours
- Answered questions about intimate relationships and peer pressure

Rape and Abuse Crisis Place
Advocate Make Believe, WI
May 2013-August 2014

- Answered abuse phone line, met abuse victims at the hospital, and documented outcomes
- Participated in over 80 hours of abuse response and victim advocacy

Blue Bird Nursing Home
Resident Assistant Somewhere else, WI
2008-2010

- Administered medication, bathed individuals, and documented any health problems
- Organized daily activities such as chess, musical guests, and children's groups

Commented [HK6]: If you are a recent college graduate, you can list high school experience if it relates to the Peace Corps job sector

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Tutoring Experience

Women for Women's Economic Development Community Center
Trainer/Volunteer Somewhere, Tanzania
Sept 2010-May 2011

- Completed internship component of study abroad semester
- Presented resume writing, job application, and interviewing workshops for local women's center
- Answered questions regarding technology and helped women search for funding opportunities

Reading and Writing Center
Tutor Somewhere, WI
Sept 2010-May 2011

- Listened to college students give presentations and gave feedback
- Read college students essay and provided feedback
- Worked 5 hours a week for a year for a total of 150 hours

Open Minds After School Project
Volunteer Somewhere, WI
2013-Present

- Helped students with their homework when necessary
- Assisted students with Math, Science, but mostly reading and writing
- Estimated one hour a week for a year and a half for around 50 hours of tutoring experience

Other Experience

Reaching Independence
Direct Care Specialist Somewhere, WI
Sept 2011- August 2012

- Provided support and activities to children with disabilities care and their families
- Designed outing in community and daily activities to do clients
- Learned what motivated each child and tried to tailor their day around their interests

Education

XYZ College Bachelor of Arts
Sociology major, Peace Studies minor Make Believe, WI
Expected graduation Date: May 2015

- GPA: 3.062/4.00

Leadership & Community Involvement

Women's Rugby Team, Participant
Orientation Leader
National Honor Society
September 2013-Present
Fall 2012, 2013
2007-2009

Technical Skills

- **International Experience:**
 - Semester in Tanzania
- **Languages:** French (3 Semesters of college level) Spanish (4 years high school) Swahili (Conversational)
- **Web design:** Maintain personal website
- **Computers:** Microsoft Office (Word, PowerPoint, Outlook, Excel)

Commented [HK7]: Listing any other Peace Corps job sector experience if you have experience and interest in more than health and plan to state that on your country selection form. (for example agriculture or English Teaching)

Commented [HK8]: Peace Corps resumes should be over one page. Remember the resume is the only way Peace Corps assesses you for our jobs

Commented [HK9]: Nutrition, nursing, public health, or dietetics are great majors for health positions but not required for all positions. Just 30+ hours of experience in a hospital or teaching health topics may qualify you.

Commented [HK10]: Include your GPA (you are encouraged to upload transcripts to your application as well)

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

Commented [HK12]: No need to list references. The Peace Corps application asks you to list them.