

JOHNNY B. VOLUNTEER

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

KEY QUALIFICATIONS

Creative and dedicated history major with an international studies minor. Seasoned social services professional with a heavy emphasis in working with children. Proven work ethic, communication, and organizational skills.

Youth Development Experience

Friendship House
Case Manager and Shelter Resident Assistant Juneau, AK
September 2012-May 2013

- Worked full time for a year when taking a break year from university- for a total of 2,000 hours
- Counseled at-risk youth who had run away or been kicked out of their homes
- Conducted family reconciliation techniques to unite families
- Dispensed medication to youth and conducted routine shelter safety checks

Commented [HK1]: Youth Development is only 5% of Peace Corps jobs. 95% of people who apply to Peace Corps already qualify. Peace Corps recommends that you select another sector of interest along with youth development.

Blue Lake Camp
Counselor Make Believe, MN
Summer 2011 & 2013

- Worked three summers as a counselor working over 40 hours a week
- Over 1,200 hours working with campers ages 12-19
- Designed daily lessons on nature and planned out hiking trips
- Led musical direction by picking songs and playing guitar at nightly camp fire sing along

Commented [HK2]: Make sure to list ALL possible youth experience: camp, counseling, and any other youth organizations you have worked. List most relevant experience first. Remember: your hiring manager will be looking at 100+ resumes. Make it clear you qualify for their job.

Future Leaders after School Project
Volunteer Somewhere, MN
September 2014-January 2015

- Volunteered twice a week for 2 hours doing after school programing – for a total of 40 hours
- Taught scheduled curriculum on different topics and activities around themes such as peer pressure

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

Perfect Place
Youth Specialist Somewhere, MN
September 2011- August 2012

- Worked part time -10 hours a week- and full time during the summer for 840 total hours
- 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 tailored their days activities around their interests

Tutoring Experience

Reading and Writing Center
Tutor Somewhere, MN
September 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

Commented [HK4]: Listing any other Peace Corps job experience is recommended! If you are not selected for youth, you could be considered for other programs you have listed on your country selection form.

My After School Coach Project
Volunteer Somewhere, MN
September 2013-May 2014

- Helped students with their homework when necessary
- Assisted students with Math, Science, but mostly reading and writing
- Estimated 1 hour a week for a year and a half for around 50 hours of tutoring experience

Commented [HK5]: Use action verbs & consistent formatting

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Other Experience

Suicide Hotline
Hotline Operator Somewhere, MN
May 2014-October 2014

- Answered suicide hotline, log incoming calls, and provide support
- Participated in over 40 hours of suicide prevention and hotline training

Nursing Home
Yoga Instructor Make Believe, MN
May 2010

- Taught basic beginning yoga at local nursing home

Women's Shelter
Resident Assistant Make Believe, MN
2008-2009

- Answered abuse crisis hotline and checked women into the residential facility

Education

XYZ College Bachelor of Arts
History major, International Studies minor Somewhere, MN
Expected graduation Date: May 2015

- GPA: ~~3.062~~/4.00

Leadership & Community Involvement

Suicide Prevention & Survivor Celebration Fun Run/Walk- Co-organizer September 2014

- Helped start the team at my college and get it approved as a campus activity

Named "Employee of the Month" November 2012

Peace and Justice Scholarship for "Yoga is for Everyone" Program May 2010

Technical Skills

- **Culture:**
 - Comfortable integrating into new cultures
 - Spent a year in Alaska which is a very different culture than the Midwest
 - Learned local customs and food, even went on a bear hunt
 - Have done in home care and try to adapt to their homes while working with them
 - Have never left the United States but have worked with people of many difficult cultures and traditions at previous social service jobs
- **Languages:** German (Native Speaker)
- **Computers:** Microsoft Office (Word, PowerPoint, Outlook, Excel)

Commented [HK6]: Peace Corps resumes should be over one page. Remember the resume is the only way Peace Corps assesses you for our jobs

Commented [HK7]: A master's of Social Work, or a BA/BS in social work, counseling, or social services is nice but not required. Any degree **plus 6 MONTHS FULL TIME** experience working with at-risk youth is enough to qualify you

Commented [HK8]: Include your GPA (you are encouraged to upload transcripts to your application as well)

Commented [HK9]: Include any language study and international travel/living/study

Commented [HK10]: No need to list references! The Peace Corps application asks you to list them.