First and Last Name

Pick a font that fits you, but NOT too cutesy!

*923 Apple Street NW Adams, MN 55909 \* LandenHansen@hotmail.com \* (507) 987-6543*

**OBJECTIVE:**

Don’t list if not stellar!

To become a manager for a well-respected company

**EDUCATION:**

Southland High School

203 2nd Street NW

Adams, MN 55909

(507) 582-3568

Graduation: May 2020

GPA: 3.5/4.0

Riverland Community College

1900 8th Avenue NW

Austin, MN 55912

(507) 433-0600

Post-Secondary

GPA: 3.5/4.0

**WORK EXPERIENCE:**

**Waitress** – Sweets Restaurant, Bar, and Hotel, LeRoy, MN September 2009 - Present

* Interacted with co-workers at a fun and reputable level
* Provided customer service
* Prepared the restaurant and staff for large parties and special events

**Waitress/Cashier** – Pinecone Restaurant, Dexter, MN March 2006 - April 2009

* Trained in new employees, both waitresses and cashiers
* Strived to keep workers on task and made sure all responsibilities were accomplished

**VOLUNTEER EXPERIENCE:**

**Special Olympics –** Austin, MN August 2009

* Helped run the different events and encouraged the athletes to do their best
* Prepared and distributed lunch to athletes, coaches, volunteers, and fans

**LEADERSHIP EXPERIENCE:**

**Mu Alpha Theta –** Southland High School, Adams, MN September 2007 - Present

* Collaborated with other members as President to prepare meetings and activities
* Helped tutor students who were struggling in Algebra 1 through Calculus
* Organized a fun math-centered scavenger hunt around the school during π week

**AWARDS AND HONORS:**

Southland Junior Scholastic Society, Athletic and Academic All-Conference Team, Athletic Honorable Mention All-Conference Team, Varsity Volleyball Letter (3), Varsity Cheerleading Letter (3), Varsity Basketball Manager Letter (3), and Varsity Track and Field Letter (1)

**REFERENCES:**

Enclosed

References

Header font is the same font as the references

Lyle Aadahl

66632 300th Street

Dexter, MN 55926

(507) 584-5555

Zion Lutheran Church Pastor

Logan Madison

152 169th Avenue SW

References should be in the same size and font as your name from the resume

LeRoy, MN 55909

(763) 555-5555

LoganMadison@hotmail.com

Pine Cone Restaurant Supervisor

Paula Mortenson

203 2nd Street NW

Adams, MN 55909

Work: (507) 582-3568

Cell: (507) 555-5555

pmortenson@isd500.k12.mn.us

* Alphabetical by last name **(need at least 3)**
* Optional Reference Categories (should not be all teachers- always need variety:
  + Coach
  + Teacher
  + Mentor/Advisor
  + Church leader
  + Community Member
  + Personal Reference
  + Employer/Supervisor
* NO PARENTS!

Senior Seminar Teacher

Margins can be different from the first page, so make it appear a little more balanced

**Helping Skills**

adapted advocated aided answered arranged

assessed assisted clarified coached collaborated

contributed cooperated counseled demonstrated diagnosed

educated encouraged ensured expedited facilitated

familiarized furthered guided helped insured

intervened motivated prevented provided referred

rehabilitated represented resolved simplified supplied

supported volunteered