

Comic Sans is not a professional font and the name does not need to be this large.

# Skippy McSkipperson

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Minneapolis, MN 55372

(000) 555-6071 fakeemail@wisc.edu

## Education

University of Wisconsin-Madison  
B.A. History, Expected May 2023  
GPA: 3.03842

Round GPA to 2 decimal places. Leave off high school information after your freshman year in college (or so).

Clone High, Exclamation, MN  
Graduated 2019 at the top of my class

## Erlevant Coursework

History 101, 102, 332, Econ 301

List relevant courses by title, not by number. Coursework may not be relevant for all jobs.

## Experience

North Commons Water Park, Minneapolis, Minnesota Summer 2019 and 2020  
Lifeguard

- Diligently and carefully observed swimmers to protect user safety
- Provided excellent customer service when answering questions
- Was selected “teacher of the week” in youth swimming lessons

List the most recent job first.

These lists are not parallel: all items should start with a verb.

Items and should describe a task performed (and context where relevant), not an outcome. Save what you learned for the letter.

The dates here are inconsistently formatted.

## Carson’s Market, UW-Madison, Madison, Wisconsin 01/20 – May 2021

Team Member

- Prepare delicious food to customer specifications
- Made over \$2000
- Able to work in fast-paced environments

“Editing” is listed as a skill, yet there are multiple errors in this resume. List languages by fluency level, not number of semesters.

## Skills

Microsoft Word, writing adn editing, three semesters high school Spanish

## Activities

Student Council, Class Officer, Cross Country Running -Captain, Track, volunteer work, Wisconsin Union Directorate, Amateur Guitarist Club, hiking, canoeing, running, playing tennis, playing with my dog

References available upon request.

Either provide references or delete this (it’s unnecessary.)

Personal hobbies usually aren’t relevant to job applications; leave them off.

Remove high school activities and focus on UW and community engagement.

Items such as “volunteer work” or “Wisconsin Union Directorate” could show leadership experience; consider including them in “Experience” above or in a separate “Leadership” or “Community Engagement” section.