

**Associate Degree through Ratcliffe Hicks**

*The format of this résumé can be used for any major/field*

**FIRST NAME LAST NAME**

123 Street Name, City, State 01234

(555) 555-5555 | first.last@uconn.edu | www.linkedin.com/in/firstlast/

**Objective**

To obtain a part-time summer job in an office environment utilizing teamwork and computer skills

**Education**

**University of Connecticut**, Storrs, CT

May 20XX

Ratcliffe Hicks School of Agriculture

*Associate of Applied Science, Animal Science (or Ornamental Horticulture and Turfgrass Management)*

**Edwin O. Smith High School**, Storrs, CT

June 20XX

*High School Diploma*

GPA: #.##/4.00

Honors and Awards: Honor Roll (20XX-20XX), Big Y Scholarship for Academic Excellence

**Work Experience**

**Town Parks and Recreation**, Storrs, CT

June 20XX - August 20XX

*Camp Counselor*

- Corresponded with parents on behalf of director via in-person communication, telephone, and email
- Demonstrated effective disciplinary techniques with small groups of campers
- Ensured the safety of 150 children participating in the camp

**Stop N Shop**, Mansfield, CT

March 20XX - June 20XX

*Cashier and Stockperson*

- Managed a cash register without overages or shortages
- Stocked shelves and notified supervisor when inventory was low in order to maintain store appearance

**Activities**

**National Honor Society**, Edwin O. Smith High School, Storrs, CT

February 20XX - June 20XX

*Member*

- Participated in fund-raising efforts and community service projects
- Served on decorations committee for the school's Honors Banquet

**Volunteer Experience**

**Teen Mentoring Program**, YMCA, Mansfield, CT

August 20XX - June 20XX

*Special Events Volunteer*

- Managed invitation process for special events using Facebook Events application
- Coordinated registration and check-in process for program participants

**Skills and Interests**

*Computer:* Microsoft Word, PowerPoint, Excel; Google Slides, Google Sheets; Adobe Photoshop

*Language:* Conversational Spanish

*Social Media:* Facebook (add to resume only if used in a professional setting)

*Interests:* Hiking, national park enthusiast, playing guitar