

[BE SURE TO REMOVE COMMENTS ON THE RIGHT BEFORE SUBMITTING YOUR RESUME]

**JANE DOE**

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**KEY QUALIFICATIONS**

- Dedicated professional with experience in public health outreach and client services.
- Fluent in Spanish and English (oral and written).
- Proven flexibility, resourcefulness, and ability to excel with minimal supervision.

**Commented [TD1]:** This section is very important. Illustrate to our Placement Team that you have the specific skills/experience/education we're looking for here. Incorporate key words from the Required/Desired Skills sections of the [project\(s\)](#) you're most interested in.

**"SECTOR NAME" EXPERIENCE**

**AmeriCorps**

*Community Outreach Coordinator*

Anytown, WA

*September 2012 – July 2013*

- Assisted in chronic-care home visits in under-served communities.
- Lead team of six in community service project to rehabilitate health clinic waiting room.
- Interpreter for Spanish speakers on health education and case management.
- Prepared case studies on livelihood and illnesses of community members.
- Collaborated on HIV/AIDS prevention training for over 30 women.

**Commented [TD2]:** Change the title of this section to the appropriate sector name based on which of [our six sectors](#) you're most interested in (i.e. Health Experience, Agriculture Experience, etc.) List each of the positions you've had that relate to the type of work you're interested in doing in the Peace Corps in this section.

**Anywhere Pharmacy**

*Pharmacy Technician*

Anytown, WA

*July 2012- August 2012*

- Provided efficient and effective client care; pre-filled insulin syringes and prepared IVs.
- Compounded creams and suspensions for use on specific nursing home patients.
- Required attention to detail and broad knowledge of over 200 of most commonly used medications.

**Community Health Care**

*Interpreter/Scheduler (Temporary)*

Anytown, WA

*June 2011 -September 2011*

- Provided interpretation services between staff and patients (Spanish/English).
- Facilitated client access to broad range of clinical services.
- Scheduled appointments and maintained appointment records.

**WORK EXPERIENCE**

**Brown Lab**

*Research Assistant*

Anytown, WA

*June 2010 - August 2011*

- Compiled articles, information, and statistics in Spanish

**Commented [TD3]:** List the places you've worked that don't necessarily directly line up with the main work sector you're interested in here.

- Translated and annotate articles, and statistics from Spanish to English

**McDougal Library**

Anytown, WA

*Library Aide*

*January 2010 -September 2012*

- Cataloged books, microfilms, and microfiche
- Researched articles for professors and students
- Greeted patrons and assisting students with various equipment

**EDUCATION**

**University of Anytown**

Anytown, WA

*Bachelor of Arts, Biology, May 2012*

- Graduated with honors (GPA 3.7)

**Universidad de San Francisco, Quito, Ecuador, 2009**

- Study Abroad: Home-stay and Classes taught in Spanish.

**VOLUNTEER & LEADERSHIP EXPERIENCE**

**Anywhere Boys and Girls Club**

Anytown, WA

*Girls Basketball Coach*

*2008, 2009, 2010 (15 hrs/week during Fall Term)*

**Anywhere Community House**

Anytown, WA

*Adult Literacy Tutor (Volunteer, 15hrs/week)*

*January 2010-May 2010*

- Tutored students preparing for GED exams in reading, writing, and math.
- Taught algebra necessary for college entrance exams and general living skills.
- Demonstrated patience and flexibility in aiding and supporting under-educated adults to improve basic reading and writing skills.

**Inner-city Youth Opportunities**

Anytown, NY

*Mentor*

*June – August 2007, 2008, 2009, 2010| 40 hours per week during Summer*

- Tutored 10 – 15 mentees on reading comprehension , math, critical thinking, and standardized test preparation
- Led physical fitness activities as well as planned and led field trips to colleges and professional organizations

**SPECIALIZED SKILLS & TRAININGS**

- **Computers:** Proficient in Microsoft PowerPoint, Word, Excel and Publisher
- **Languages:** Fluent Spanish (oral and written with 25 credit hours at University level)
- **Certified** in American Red Cross CPR & First Aid (2013)

**Commented [TD4]:** The Peace Corps seeks applicants with leadership skills and community service. Leadership in your community, school, faith-based group, or service organization – particularly in planning activities, organizing, and motivating groups of people, and project supervision – will strengthen your application. Qualifying volunteer experiences are supervised, structured assignments that meet specific community needs with expected outcomes.

- **Trainings:** Project Proposal/Grant Writing workshop (2012); Budgeting/Finance workshop (2013)