

(SAMPLE RESUME FOR PART-TIME EMPLOYMENT)

Taylor Jackson

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PROFILE

MSU freshman offering diverse work experience with excellent communication skills and outstanding customer service. Seeking part-time job on campus or in local community.

Available Hours:

Monday/Wednesday 12:00 p.m.–10:00 p.m.

Tuesday/Thursday 10:00 a.m.–5:30 p.m.

Friday and weekends open availability

EDUCATION

Bachelor of Arts in Communication with a concentration in Public Relations

May 2022

Mississippi State University, Starkville, Mississippi.

WORK EXPERIENCE

Sales Associate, Libby Story, Starkville, Mississippi

August 2018–Present

(Write a short description of your job)

Style outfits for customers and dress mannequins to promote new lines. Create merchandising displays for showroom floor. (Bullet list of specific accomplishments)

- Expand product knowledge by working in different departments such as shoes, menswear and jewelry.
- Make night deposits from \$500-\$2,000.

Camp Counselor, Camp Kumbaya, Yellow Springs, Ohio

Summers 2016–2018

Led groups of ten campers in eight weekly camp sessions throughout the summer. Responded to crisis situations including severe weather and medical emergencies.

- Created daily themes such as What's Cooking Monday, Try a Craft Tuesday, and Take a Trip Wednesday.
- Taught swim lessons daily to ten 13 year-olds as a certified Water Safety Instructor.

Childcare Provider, Williams Family, Columbus, Mississippi

May 2015–August 2015

Ensured the safety, health, and welfare of three children, ages five to ten. Provided daily updates to parents about children's behavior.

- Organized safe, fun, educational, and age-appropriate activities for children.

VOLUNTEER EXPERIENCE

Oktibbeha County Humane Society, Starkville, Mississippi

October 2016–Present

Perform daily kennel duties such as cleaning, feeding, and providing clean bedding and litter pans.

Receive and sort donations such as cleaning supplies, newspapers, food, towels, treats, and toys.

- Promote pet adoptions by sharing knowledge about potential adoptees with the public.
- Educate the public about the importance of spaying and neutering to decrease overpopulation and for the health and welfare of the animal.

SKILLS AND CERTIFICATIONS

Experience using Microsoft Excel, Word, PowerPoint and Publisher, Adobe Illustrator, and Photoshop.

First Aid and CPR certified.

HONORS/ACTIVITIES (After your first semester of college, only include honors and activities from your college experience.)

Greenville High School: Senior Class President; Beta Club; HS Band, Percussion-Section Leader.