

Sample Resume & Resume Tips

Miki Terasawa

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Education

Oakland College Oakland, CA Expected Graduation June 2014
Candidate for Bachelor of Arts in Communications
 GPA: 3.4
 Relevant Courses: Public Speaking, Social Media Marketing, Communicating Across Cultures

Experience

Lifelong Learners Oakland, CA September 2013-Present
Volunteer Co-Organizers

- Solicit contributions for literacy fundraiser that collected and distributed age-appropriate books to children in 4 countries.
- Develop and maintain database of donors that exceeds 1,000 individuals.
- Organized Internet outreach campaign that reached over 5,000 potential donors.

LaLa Music Festival San Jose, CA May 2012-August 2012
Event Staff

- Oversaw ticket collection and t-shirt sales at heavily trafficked event.
- Assisted in setup and breakdown of event.

Happy Cup Coffee House Oakland, CA June 2010-December 2011
Barista

- Served beverages at high traffic café and developed expertise in creating monthly specials and customer incentives to increase monthly sales by 5%.
- Efficiently and accurately operated cash register during peak hours.
- Provided quality customer service.

Skills

- Proficient in Microsoft Office Suite and Internet Research
- Fluent in Japanese

Extracurricular Activities

Japanese Chat Club Oakland, CA January 2011-Present

- Participated in weekly meetings to practice Japanese fluency and learn about Japanese culture.

Children's Literature Book Club Oakland, CA September 2008-September 2010

- Assisted in the creation of the book club hosted through the local library.
- Built membership through word of mouth and social media marketing.

Commented [HL1]: The contact section should always be that the top of the page. It provides your name, address, professional email, phone number, and links to your online professional presence

Commented [HL2]: Begin with the college you attend. Then give your expected graduation date and degree. Providing your GPA only recommended if it is 3.0 or above, consult your BL counselor if you have questions about whether to include your GPA

Commented [HL3]: When you have taken upper level courses in your major, adding a relevant courses section can help an employer know what knowledge you have in your field

Commented [HL4]: Experience should be in chronological order, beginning with your most recent position

Commented [HL5]: Your bullet points end with a period and start with action words

Commented [HL6]: Give the specific results of your actions

Commented [HL7]: Make sure formatting of dates and locations are consistent throughout the resume

Commented [HL8]: List your position, the name of the company or organization you worked for, the city it was located in, and the dates you worked there. Then list your bullet points/one liners

Commented [HL9]: Choose skills that are reflected in your experience. Miki's work and volunteer experience illustrate that she has these skills

Commented [HL10]: Sections such as extracurricular activities, volunteer experience or academic projects can help to highlight your experiences outside of work or class. Talk to your Bottom Line counselor about adding these sections to your resume