

HANH T. NGUYEN

7 APARTMENT ROAD
BOSTON, MA 02125
555.555.5555 • EMAIL@GMAIL.COM

EDUCATION

College of the Holy Cross Worcester, MA September 2005-Present
Anticipated graduation May 2009 with a Bachelor in Arts degree in Economics and Asian Studies

- College Honors Program, Presidential Scholar, Charles A. Dana Scholar, Yawkey Foundation Scholar, 3.62 GPA

WORK EXPERIENCE

Holy Cross Mathematics Department Worcester, MA September 2006-Present
Teacher's Assistant

- Make corrections on Calculus homework for a Professor's class of 37 students,
- Determine grades for the students' homework, and record scores on Excel

Summer Passport Program Worcester, MA July 2006-August 2006
Summer Passport Pathfinder/Peer Leader

- Guided 58 new students through the activities, provided peer support and guidance to students
- Designed a closing PowerPoint photo presentation

Pho Legal Vietnamese Restaurant Hartford, CT November 2005-January 2006
Waitress/Cashier

- Greeted and escort customers to their table
- Operated cash register handling around \$800 daily

Filene's Basement Boston, MA November 2004-June 2005
Retail Salesperson/Cashier

- Performed cash, credit card, and check transactions totaling over \$1000 daily in busy retail environment
- Assisted in maintaining a neat store appearance in busy downtown store
- Provided quality customer service and directed questions and concerns to supervisors

VOLUNTEER EXPERIENCE/EXTRACURRICULAR ACTIVITIES

Asian Students in Action Worcester, MA September 2005-Present
Active Participant

- Coordinate traditional dance for annual events, attend weekly meetings and events

Calculus Tutor Worcester, MA October 2006-Present
Volunteer/Tutor

- One-on-one Calculus tutor, prepare lesson plans, review homework and exams

Student Programs for Urban Development Worcester, MA January 2006-May 2006
Volunteer/Tutor

- Tutored students with homework assignments, helped enhance student's reading and comprehension skills

SKILLS & LANGUAGES

Adobe Photoshop 7, Microsoft Word, Excel, PowerPoint
Fluent in English and Vietnamese; Working knowledge of Mandarin Chinese

HANH T. NGUYEN

7 APARTMENT ROAD
BOSTON, MA 02125
555.555.5555 • EMAIL@GMAIL.COM

EDUCATION

College of the Holy Cross Worcester, MA September 2005-Present
Anticipated graduation May 2009 with a Bachelor in Arts degree in Economics and Asian Studies

Have a good GPA? Put it first!

- 3.62 GPA, College Honors Program, Presidential Scholar, Charles A. Dana Scholar, Yawkey Foundation Scholar

You want your most relevant experience near the top. Adding "Relevant Experience" as a category is a great way to do this while keeping dates in order.

RELEVANT EXPERIENCE

Make bullet points as detailed as possible, especially for relevant positions. Include numbers and specific accomplishments.

Holy Cross Mathematics Department Worcester, MA September 2006-Present
Teacher's Assistant

- Provide one-on-one academic support outside of classes for students in Calculus 101
- Assist professor and students with Calculus 101 support
- Correct weekly assignments for 37 first-year students
- Determine grades for the students' homework; record scores on Excel

Calculus Tutor Worcester, MA October 2006-Present
Volunteer/Tutor

- Provide weekly, one-on-one tutoring for 12 college students in Calculus
- Prepare individualized lesson plans for each student
- Review homework and exams to provide further assistance

Adding "Relevant Experience" allowed us to move this tutoring job so it's more noticeable. You can move relevant extracurricular, or ones with leadership experience, up and describe what you do with bullets.

Summer Passport Program Worcester, MA
Summer Passport Pathfinder/Peer Leader

- Guided 58 first-year students through small-group, team-building activities
- Provided individualized peer support and guidance to students throughout the summer
- Assisted with organization of program-wide events for over 300 students

ADDITIONAL EXPERIENCE

You can change the headings depending on the job. Here, "Additional Experience" works better than the previous heading

Asian Students in Action Worcester, MA September 2005-Present
Active Participant

- Coordinate traditional dance for annual events, attend weekly meetings and events

Student Programs for Urban Development Worcester, MA January 2006-May 2006
Volunteer/Tutor

- Tutored students with homework assignments, helped enhance student's reading and comprehension skills
-

Pho Legal Vietnamese Restaurant Hartford, CT November 2005-January 2006
Waitress/Cashier

- Greeted and escort customers to their table
- Operated cash register handling around \$800 daily

SKILLS & LANGUAGES

Adobe Photoshop 7, Microsoft Word, Excel, PowerPoint
Fluent in English and Vietnamese; Working knowledge of Mandarin Chinese

If you run out of room, you can remove old and/or irrelevant experience. Here, the Filene's job has been removed.