

# JANE P. VOLUNTEER

555 North 5<sup>th</sup> Street ♦ Make Believe, CA 55555  
Cell Phone: 555-555-5555 ♦ E-mail: [jpvolunteer@gmail.com](mailto:jpvolunteer@gmail.com)

## KEY QUALIFICATIONS

Creative and dedicated philosophy major with a passion for sustainable agriculture. Grew up on a 300 acre corn, wheat, and dairy farm. Showed horses for 4-H in high school. Girl Scout for over 10 years. Proven work ethic, communication, and organizational skills. Maintained personal herb garden for two years.

**Commented [HK1]:** Agriculture positions typically require a bachelor's degree plus three months full time growing experience, OR 1-3 years full time growing experience on a large scale farm.

## Agriculture Experience

My College Green Landscaping  
**Landscaping assistant**

Make Believe, CA  
September 2011-Present

- Work 10 hours a week for four years nearly 2,000 hours of landscaping experience
- Mow more than two acres of campus lawns
- Plant six varieties of shrubs and 10 varieties of bulbs seasonally as needed
- Water, mulch, and maintain upkeep of eight plant beds and lawns

**Commented [MK2]:** Break out your agriculture and volunteer experience under separate headings.

**Commented [HK3]:** Quantify your experiences whenever possible. (# of hours worked, # of students taught, etc.)

Wherever Green House  
**Green House Worker**

Make Believe, CA  
Summer 2012

- Worked full time three months for a total of 500 hours
- Educated customers on selecting best plants for their needs
- Learned about and sold more than 200 plant varieties

**Commented [HK4]:** List all possible agriculture experience, including landscaping, growing, planting, harvesting, fishing, construction, livestock, and tree care experience.

## Volunteer Experience

New Zealand People Plant Commune  
**Resident**

Somewhere, New Zealand  
March 2013

- Lived and worked for a week as part of a team in a self-sustaining commune
- Operated, maintained, and cleaned hydroponics fish unit
- Contributed to effort to keep slugs off garden plants

Red Cherry Orchard  
**Cherry Picker and Canner**

New Place, MI  
Summer 2011

- Worked part time on family cherry farm for a total of 450 hours
- Picked, washed, sorted, and canned cherries

**Commented [HK5]:** If you are a recent college graduate feel free to list all relevant high school work and volunteer experience.

Habitat for Humanity  
**Participant**

Somewhere, CA  
March 2012

- Collaborated with 20 other volunteers to build a home over Spring Break
- Gained more than 50 hours of construction experience working with drills, saws, and other power tools

## Other Experience

XYZ College Philosophy Department  
**Researcher**

Make Believe, CA  
May 2013-August 2014

- Assisted Dr. Y with research grant focusing on millennials knowledge of philosophy
- Conducted 35 in-person interviews and transcribed notes from college students age 18-22

**Commented [HK6]:** More than one page is recommended for a Peace Corps resume!

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XYZ College  
**Resident Assistant** Make Believe, CA  
September. 2012-April 2013

- Mediated disagreements between roommates
- Provided sense of community and support in residence hall for students
- Set goals for self, worked well under supervision, and set professional boundaries

**Commented [HK7]:** Use action verbs.

John James Pizza Delivery  
**Delivery and Cashier Associate** Somewhere else, MI  
March 2009-Sept 2010

- Delivered pizzas, handled money, and developed a good sense of direction, and customer service skills

**Commented [HK8]:** Use consistent formatting through your resume.

Blue Bird High School Theater Department  
**Participant** Somewhere else, MI  
2008-2010

- Constructed sets with power drills, painted props, and sewed costumes
- Performed in three plays on stage and designed sets for four others

## Education

XYZ College Bachelor of Arts  
**Philosophy major, International Studies minor** Make Believe, CA  
Expected graduation Date: May 2015

- GPA: 3.862/4.00
- Study Abroad: Week in New Zealand (March 2013)

**Commented [HK9]:** Include your GPA (you are encouraged to upload transcripts to your application as well)

## Leadership & Community Involvement

President, Student Association of Biology Students September 2013-December. 2014  
Jill Gre's City Council Campaign August- November 2013  
Maintain personal window herb garden September 2011-March 2014  
Cofounder of Students for Food Justice September 2012- December 2013  
Orientation Leader Fall 2012, 2013  
Girl Scout Gold Award May 2010  
Member, high school speech and debate team 2010-2011

## Technical Skills

- **Culture:** Can integrate into new cultures
- **Environment:** Can compost and start recycling programs (Girl Scout Gold Award Project)
- **Languages:** Spanish (4 years of high school and one semester of college level)
- **Computers:** Microsoft Office (Word, PowerPoint, Outlook, Excel) maintains personal website, can edit video and sound

**Commented [HK10]:** Include any language study and international travel/living/study

**Commented [HK11]:** No need to list references! The Peace Corps application asks you to list them separately.