

Jane Doe

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Location: Anytown, USA

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Objective

Motivated community college student seeking an internship opportunity to apply academic knowledge and develop professional skills in a real-world setting.

Education

Anytown Community College – Anytown, USA

Associate of Arts in Business Administration

Expected Graduation: May 2025

GPA: 3.8/4.0

- Relevant Coursework: Principles of Marketing, Economics, Statistics
- Dean's List: Fall 2023, Spring 2024

Experience

Peer Tutor, Anytown Community College Learning Center

September 2023 – Present

- Assist fellow students in understanding coursework in math and business subjects.
- Organize weekly group study sessions for up to 10 students.

Volunteer, Local Food Bank

June 2022 – August 2023

- Helped sort and distribute food items to community members in need.
- Collaborated with team members to increase efficiency of daily operations.

Skills

Microsoft Office Suite Data Entry Time Management Communication Teamwork

Extracurricular Activities

- Business Club Member, Anytown Community College (2023 – Present)
- Campus Sustainability Initiative Volunteer

References

Available upon request