

Jane Doe

Email: jane.doe@email.com
Phone: (123) 456-7890
Location: Anytown, USA
LinkedIn: linkedin.com/in/janedoe

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
- Deanâ€™s List: Fall 2023, Spring 2024

Experience

Peer Tutor, Anytown Community College Learning Center

September 2023 â€“ 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 â€“ 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 â€“ Present)
- Campus Sustainability Initiative Volunteer

References

Available upon request