

Name

email | phone | address | LinkedIn address

EDUCATION

University	Location
Major/minor	Grad Date
GPA	

PROFESSIONAL OVERVIEW

AmeriCorps member and Attendance Coordinator: City Year Chicago, IL 8/2017-Present

City Year is an education-focused organization founded in 1988 dedicated to helping students and schools succeed. As an AmeriCorps member serving at [SCHOOL], my primary responsibilities include:

- Tutored 11 students daily, whose average reading proficiency increased 1.3 grade levels
- Created and directed grade-wide student recognition initiatives in collaboration with school leaders, raising daily attendance 8% versus previous year
- Launched debate club and recruited 15 founding students; 93% of participants reported increased confidence in public speaking
- Selected to lead the Community Relations Committee; organized, staffed and executed two large-scale events that engaged 200+ volunteers on a budget of \$1,500

Title: Organization/Company Location Date (X/xxxx – X/xxxx)

- Bullet point 1
- Bullet point 2
- Bullet point 3

Title: Organization/Company Location Date (X/xxxx – X/xxxx)

- Bullet point 1
- Bullet point 2
- Bullet point 3

COMMUNITY INVOLVEMENT

Organization 1 (Location): one line on your role and top contribution

Organization 2 (Location): one line on your role and top contribution

Organization 3 (Location): one line on your role and top contribution

SKILLS (OPTIONAL – Add if relevant to role you are applying for, especially technical skills, or can cut and leave more room for Professional Overview and Community Involvement)

Competencies: public speaking, project management, etc. (any skills learned during City Year or other experiences you feel are particularly strong; other special skills relevant to job you are applying for)