

Your Name

Your address, city state, zip | email@email.com | 919.111.2222

EDUCATION

Example University

Bachelor of Science, Education K-12

City, State

May 2019 Concentration: Education (Cum Laude)

WORK EXPERIENCE

Chestnut Ridge Camp and Retreat Center

Camp and Retreat Center Staff

Efland, NC

May 2019-Present

- Use creative thinking skills to design and lead Summer Camp programs that complement and affirm the camp's overall mission.
- Strive to maintain a positive, fun, professional atmosphere.
- Evaluate current summer camp programs for effectiveness. Re-design, improve, or eliminate programs as needed as well as create, design, and implement new summer camp programs.
- Ensure that camp operations comply with American Camp Association (ACA) standards.
- Implement problem solving skills and flexibility to ensure guest satisfaction and program quality.
- Facilitated groups in team-building exercises to help identify areas of growth and collaboration.
- Think critically to ensure participants safety in high risk activities such as high ropes, zipline, adventure trips, horseback riding and swimming.
- Collaborate with staff to design and implement programs and lead participants in daily activities.

Example Company #2

Job Title

Year-Year

City, State

- Describe job duties with active language such as - advise, analyze, collaborate, communicate, facilitate, lead, manage, resolve, supervise, train.
- Select language that best represents your responsibilities, as well as ties your capabilities to 21st-century job skills sought by employers.
 - Learning skills: critical thinking, creative thinking, collaboration, communication, problem solving
 - Knowledge skills: business specific skills, media, technology, wilderness/outdoors etc.
 - Life skills: leadership, initiative, social skills, productivity, flexibility, teamwork.

LEADERSHIP EXPERIENCE

Organization Title You Held Leadership Positions

Title of Position

Year-Year

City, State

- Short description of position.
- Examples of leadership positions: clubs, fraternities, sports teams, religious groups, leadership boards

VOLUNTEER EXPERIENCE

- List volunteer experiences here

EXTRACURRICULAR ACTIVITIES

- List extracurricular activities here.