

School Address:
1212 Main St.
New York, NY 10027

JOHN SMITH
john.smith@example.com
(713) 555 - 5555

Home Address:
5216 Bissonnet St.
Houston, TX 77401

OBJECTIVE

To make a **great** resume without having to worry about the formatting.

EDUCATION

Kinkaid High School

- SAT: Reading 800, Math 760
- SAT II: US History 790, Math IIC 800, Spanish 800
- Honors: National Merit Semifinalist, AP Scholar with Honor

May 2006
Houston, TX

New York University, Candidate for Bachelors Degree

- Major: Political Science; Minors: Computer Science, Economics; Praxis Program Participant (business program for liberal arts majors)
- GPA: 4.0
- Honors: Dean's List (all semesters)

2006 – Present
New York, NY

EXPERIENCE

Strive for College Collaborative

- Co-wrote a 30-page business plan for the Collaborative, a nascent non-profit organization that provides a model for one-on-one college counseling for low-income students
- Co-created a five-year budget (\$150K - \$650K)
- Managing a team of 5 programmers in the creation of the Collaborative's web-based application, due to launch mid-2008
- Consulting with executives and members from the college access community

2007 – Present

Housing and Community Development, City of Houston

- Began development of the HAP procedures manual, which involved interviewing employees and synthesizing collected data
- Performed a market analysis of HAP clients for the Mayor's Office to measure the program's efficiency and to determine which demographics were under-served
- Created a fire code manual in conjunction with the Houston Fire Department Senior Fire Inspector to be presented before City Council as part of the Habitability Ordinance
- Aided the Homebuyer Assistance Program (HAP) department, which provides financial assistance to low- to moderate-income homebuyers in the City of Houston

Summer 2007
Houston, TX

Volleyball

- College: Captain sophomore year—leading 15 players, planning practices, and creating workout schedules
- High School: Co-captain junior and senior years—led 38 Varsity and Junior Varsity players in conjunction with the other captains and coach

1999 – Present

OTHER INFORMATION

- Attended three-day Deloitte Consulting seminar focusing on Excel, Access, and PowerPoint
- Fluent in conversational Spanish (studied in Ecuador and Spain). Basic language abilities in Portuguese
- Vice-President of the Washington University College Republicans
- Proficient in administering Unix and in programming with Java, PHP, and Rails