

# John Doe

555 555 5555 (mobile)

jd@target.edu

XXX XXXXXX Street  
XXXXXX, USA

## Education:

### Target School,

Bachelor of Science Degree in Finance and Accounting; Minor in German

GPA: 3.532

### Study Abroad Program in Germany,

Summer Program and Winter Semester

### High School

Graduated with High Honors

XXXXXX, USA

May 2016

XXXXXX, Germany

XXXXXX, USA

May 2012

## Work Experience:

### German Investment Fund Rating Service; XXXXXX, Germany

- Worked from July 2014-August 2014 as a fund ratings summer analyst
- Business was conducted entirely in German

### German Brewery; XXXXXX, Germany

- Worked from October 2014 until December 2014 as an intern at the brewery

### On Campus Job; XXXXXX, USA

- Worked from September 2013 onward as general office assistant

### Restaurant; XXXXXX, USA

- Worked from May 2013-August 2013 as a line cook

### Country Club; XXXXXX, USA

- Worked from April, 2008-May 2013 as a caddy during the summer

## Volunteer Experience:

### After School Program; XXXXXX, USA

- Tutored high school athletes at American High School

### After School Program; XXXXXX, USA

- Tutored elementary school children after school in Math and English

### Soup Kitchen; XXXXXX, USA and Other Soup Kitchen; XXXXXX, USA

- Prepared and served hot meals for the homeless

### Non-Profit Organization; State Chapter

- Helped setup and facilitate at several Fundraising Walks

### Golf Championship; XXXXXX, USA

- Updated manual scoreboards to show guests current rankings of the golfers
- Served within this role for four seasons

## Activities:

### Target School Investment Club

### Retreat Leader

### Music Club (Treasurer)

### Random Acts of Kindness Club

### Campaign to elect Jane Smith and Jim Smith for Student Government Presidency

### Target School Ski and Snowboard Club

## Other Skills and Interests:

Working level proficiency in German

Proficient with Microsoft Windows, Mac OS, Microsoft Office, and Mac iWork

Skiing, golfing, playing guitar, and cooking