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Commented [JA1]: Format: Include name and contact information at the top of the resume. Ensure your email address is professional. The size of your name should be a little bigger to make it stand out.

Choose a font that is easy to read, and between size 10-12. Margins can be a minimum of 0.5"

EDUCATION

Loyola University Maryland

Bachelor of Arts in Communication, specialization in Journalism

- Honors: Dean's List Fall 20xx
- Cumulative GPA: 3.57

Baltimore, MD
Expected May 20xx

Commented [JA2]: Education: Early in your career, Education is typically the first section. You can include college, as well as high school here. College is most recent, so it should be placed above high school. Include location, graduation dates, your major written out, and GPA if it is a 3.0 or higher. You can include major GPA if it is significantly higher. Avoid abbreviations. Honors can also be listed here.

Strath Haven High School

- GPA: 3.7
- National Honors Society Member
- Senior Member Varsity Golf Team "Most Improved Player" (20xx)

Wallingford, PA
June 20xx

WORK EXPERIENCE

Loyola University Maryland – Fitness & Aquatic Center

Equipment Facility Attendant

- Manage equipment for club/intramural sports and other patrons
- Interact with members to answer any questions and maintain equipment accordingly
- Perform routine maintenance on equipment on an as-needed basis to avoid unsafe conditions and injuries

Baltimore, MD
Fall 20xx-Present

Commented [JA3]: Experience: Include any type of work experience you may have. Ensure the format is consistent with the format in your Education section. List in reverse chronological order, with the most recent position being first. Include name of the organization, location, your title, and dates.

The Springhaven Club

Caddy/Bag Room Official

- Develop strong relationships with members as a way to enhance their club experience and build personal clientele base
- Maintain, store and manage country club property, as well as members personal equipment
- Enforce all club/golf policies, managing first tee and overseeing pace of play

Wallingford, PA
Fall 20xx-Present

Commented [JA4]: Bullets: Begin all bullets with verbs, avoiding personal pronouns and "responsibilities include". Focus on the skills you gained from the experience. Highlight transferable skills rather than daily duties or tasks. Try to answer: What? How? Skills developed? Goals achieved?

Wallingford Recreation Center

Lifeguard/Swim Instructor

- Worked with 10-15, 8-10 year olds with to teach various swimming techniques
- Maintained safety of all patrons while enforcing pool regulations and guidelines
- Provided information and customer service to members regarding scheduling, memberships, and rules

Wallingford, PA
Summers 20xx-20xx

If you are currently in the position, verbs will be in present tense.

Commented [JA5]: Quantify when appropriate. What were the ages and number of children worked with? How many people did you supervise? What were the results of your actions? Did anything improve?

ACTIVITIES

Loyola University Maryland Student Leadership Corps

Member

- Nominated and selected to participate in multiple sophomore leadership initiatives
- Attend various leadership retreats, meetings, and lectures to enhance future leadership opportunities

Baltimore, MD
Fall 20xx-Present

Commented [JA6]: Sections: Other sections can include volunteer, service, leadership, extracurricular experiences, or class projects.

Strath Haven High School Newspaper

Staff Writer

- Researched and created original content for audience appeal, including human interest articles and school news
- Assisted with the layout of the newspaper and chose articles to feature

Wallingford, PA
Fall 20xx – Spring 20xx

SKILLS

- *Computer:* Basic knowledge of Excel and PowerPoint
- *Language:* Conversational in French

Commented [JA7]: Skills: Add relevant skills and certifications to this section and state your level of proficiency. Examples include introductory, basic, advanced knowledge, or conversational, fluent, etc.