

First Name Last Name

City, State | emailaddress@provider.com | Phone Number |
linkedin.com/in/firstnamelastname/

OBJECTIVE

A _____ position utilizing my _____, _____, and _____ skills

LANGUAGE SKILLS

Spanish – Advanced speaking and writing skills

EDUCATION

Bachelor of Arts in World Languages and Cultures - Spanish Hispanic Studies, May 20XX
Northern Illinois University, DeKalb, IL
GPA: 3.5/4.0

INTERNATIONAL & LANGUAGE EXPERIENCE

Study Abroad at Patronato Universitario de Toledo, Toledo, Spain, Spring Semester 20XX

- Became immersed in the language and culture through a 4 month living/learning experience
- Attended classes taught in Spanish and completed coursework in Spanish

Foreign Language Residence Program at NIU, DeKalb, IL, August 20XX - May 20XX

- Participated in regularly scheduled dinners with native Spanish speakers
- Practiced language with emerging Spanish-speaking students and native speakers
- Learned about culture and customs of other cultures

CUSTOMER SERVICE EXPERIENCE

Cashier, Target, DeKalb, IL, September 20XX - Present

- Maintained a friendly demeanor to provide a positive shopping experience for customers
- Balanced cash register with 100% accuracy daily

Server, Los Cabos Mexican Restaurant, West Chicago, IL, January 20XX-August 20XX

- Utilized Spanish speaking skills with staff members and when serving Spanish speaking patrons
- Demonstrated teamwork by collaborating with staff members during peak hours

Receptionist, Warrenville Family Dentist, Warrenville, IL, May 20XX-August 20XX

- Scheduled approximately 50 appointments daily for a diverse clientele
- Assisted clients over the phone and in person
- Provided administrative support to doctors, dental hygienists, and business office staff
- Organized office celebrations for holidays and birthdays to help build a more connected team

COMMUNITY INVOLVEMENT

Member, Alpha Phi Omega Service Fraternity – Northern Illinois University, May 20XX - Present

- Collaborate with committee members to plan a spring clean-up day for campus
- Volunteered 50+ hours tutoring a 2nd grade Spanish speaking student at Lincoln Elementary
- Served meals at the Hope Haven Homeless Shelter once a month

Member, Spanish Club – Northern Illinois University, December 20XX – Present

- Practice language skills and participate in cultural activities