



Sample Resume with **W.H.O.**

Johnny Poet

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Whittier, CA

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Objective Seeking a position/ internship in... (name of company, organization, or function)

Education

Whittier College
Bachelor of Arts, English

Whittier, CA
Grad. Date

XYZ Corporation
Customer Service Rep.

Whittier, CA
Dates

- Recognized by supervisor for excellent customer relations.
- Exceeded sales goals each month.
- Developed strong interpersonal and customer service skills.

Cheesecake Factory
Server/ Busser

Pasadena, CA
Dates

- Promoted from host to server in less than 2 months
- Formed loyal customer base due to excellent personalized service
- Entrusted to open & close cash register

Activities Treasurer, Hispanic Student Association
Member, Palmer Society (on-campus sorority)
Volunteer Classroom Aid, Lydia Jackson Elementary School
Volunteer, International Winter Special Olympics

Remember to always look at you experience through:

The W.H.O. METHOD

W = WHAT did you do?

H = HOW did you do it?

O = OUTCOME associated with what you did, your accomplishments, end results.