**NO EXPERIENCE RESUME FOR IT CLERK**

Jane Doe

18 Sunnyside Boulevard, Pasadena, CA 16543

Janedoe@email.com

(718) 251 1241

**Objective**

IT major seeking to leverage my experience in robotics, Javascript, C+, and C into a role as an Engineering Intern at Popov Technology. A highly motivated worker who is passionate about the future of computer technology and engineering.

**Education**

California Institute of Technology – Pasadena, California

B.S. in IT (Graduated 20XX) (3.9 GPA)

Honors: summa cum laude

**Relevant Coursework:**

* Computer Science Theory
* Data Logic
* Data Management

**Skills**

* HARD SKILLS: JavaScript, C, C++, Linux, Visual Basic, Microsoft Office
* SOFT SKILLS: Highly collaborative, public speaking, adaptable, leadership

**Awards & Achievements**

* MVP, UCLA Varsity softball team
* President of high school Volunteer Club
* President of high school chess club
* President of part planning committee 20XX

**Relevant Experience**

**Soup Kitchen Volunteer — Pasadena, CA, September 20XX – July 20XX**

* Acted as a holiday volunteer manager at a local soup kitchen.
* Assisted with preparing and distributing meals during holidays.
* Organized a schoolwide food drive that collected over 250 cans of food in November 20XX.

**UCLA Robotics Club – Pasadena, CA, Vice-President, November 20XX – Present**

* Lead a team of 6 other computer science students.
* Developed, programmed, and built award-winning robots for annual conferences.
* Won the second-place prize at the 2019 California BattleBots competition.