

## Molly Hopkirk

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Crookston, MN 56716

m.hopkirk@gmail.com

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### PROFILE

- Recent graduate with research and supervisory experience
- Three years of customer service experience, including two in a management position
- Advanced skills in Potions and Charms

### EDUCATION

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#### Hogwarts School of Higher Education

2012 - 2016

Potions Major, Minor in Charms  
Bachelor of Wizardry

### EXPERIENCE

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#### Writing Consultant

August 2015 – May 2016

Hogwarts Writing Center (HWC), Hogwarts School of Witchcraft and Wizardry

- Refined editing charms to increase accuracy in detection of grammatical errors by 15%
- Organized writing center special events which increased usage of the HWC by 25% over one year
- Consulted with a wide variety of students to improve grammar and writing skills

#### Waiter

May 2013 – July 2015

The Three Broomsticks, Hogsmeade, UK

- Created new dishwashing potion which reduced customer complaints of soapy aftertaste by 50%
- Promoted to shift supervisor after one year; supervised staff of five and ensured shifts ran efficiently
- Provided friendly and efficient customer service to diverse magical clientele

#### Research Assistant

September 2014 – May 2015

Hogwarts School of Witchcraft and Wizardry

- Assisted Professor Neville Longbottom with research into the effectiveness of frogspawn in the treatment of magically-induced boils
- Collected samples of frogspawn from a range of environments; tracked and logged each sample by hand
- Fed and groomed lab rats daily; brewed potions used to clean cages weekly

### LEADERSHIP EXPERIENCE

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Slug Club Alumni President, 2014-2015

Ministry of Magic Youth Volunteers Outreach Coordinator, 2011-2013

### AWARDS AND HONORS

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“Best Use of Newts’ Eyes” Award, Ministry of Magic Young Potionmakers Competition, 2015

Hogwarts Honor Roll 2014, 2015

**Full Name**

Phone number

Home address

email address

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### PROFILE

- This section should give a hiring manager a concise idea of what you have to offer
- Highlight skills or experience that are relevant to each particular job posting
- This section can also be called “qualifications,” “highlights,” etc.

### EDUCATION

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**Name of School**, location of school

Dates attended

Major(s), Minor(s)

Degree obtained (or expected and date expected)

If you attended another school, repeat the above information here

### EXPERIENCE

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**Current or Most Recent Job Title**

Dates

Employer/company name, location

- Bullets describing job responsibilities and accomplishments
- These should not be complete sentences
- They should be phrases that begin with action verbs

**Second Most Recent/Relevant Job Title**

Dates

Employer/company name, location

- The entries in the “Experience” section should be professional experience that proves you can thrive in a work environment
- But these do not have to be full-time, paid positions; internships or structured volunteer work also count.

**Third Most Recent/Relevant Job Title**

Dates

Employer/company name, location

- Depending on how relevant your education is to the position for which you are applying, you might begin with the “Experience” section and put “Education” below it
- The font on this resume is size 11 Garamond font, except for the name at the top, which is size 14

### OPTIONAL SECTION #1

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Which optional section(s) you choose to include will depend on the job posting and your qualifications

### OPTIONAL SECTION #2

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