**Iggy Loyola**

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**EDUCATION**

**Loyola University Maryland** Baltimore, MD

*Bachelor of Arts in English* Anticipated May 20xx

* GPA: [xx]
* Honors: [xx]
* Relevant Coursework: [courses relevant to the position/opportunity to which you are applying]

**Greyhound High School** Boston, MA

*High School Diploma* June 20xx

* GPA: [xx]
* Honors: [xx]

**RELEVANT EXPERIENCE**

**XYZ Aquatics Camp** Boston, MA

*Swim Coach (Seasonal)* Summers 20xx – 20xx

* *(Past-tense Action Verb + Core Content + Result, Purpose, or Impact)*
* *Highlight accomplishments, not just daily responsibilities*
* Taught swimming techniques, strokes, and water safety rules to students ages 5-13
* Planned swimming lessons that considered students’ abilities and progress
* Recorded, entered, and communicated students’ progress to parents daily
* Monitored students to prevent accidents and injuries

**123 Seafood Restaurant** Boston, MA

*Server/Host (Seasonal)* Summers 20xx – 20xx

* Ensured customer satisfaction by creating a friendly and welcoming atmosphere
* Quickly resolved issues by collaborating with colleagues and managers
* Anticipated and fulfilled guest needs and special orders
* Managed limited space while providing excellent customer service in a fast-paced environment

**LEADERSHIP EXPERIENCE**

**[Student Club Name]** [City, State]

*[Position Title]* [Start Date] – [End Date or “Present”]

* [Summary sentence stating what you did and the overall results of your work]
* [Recruited over xx members to club with promotional campaign]
* [Organized conferences, speaker events and community events]

**SKILLS**

Languages: Fluent in [xx];

Technical Skills: [not MS Office/Excel]

Certifications & Training: [Any extra courses or programs relevant to the field]