

Maria Arcibo

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PROFILE

Peer Advocate with experience hosting in-person and online support groups.
Fluent in Spanish speak/read/write. Volunteer of the Month NAMI-New York City.

EDUCATION

AA in Liberal Arts

Borough of Manhattan Community College, New York, NY 2018

Student Association Member

WORK EXPERIENCE

Target, Queens, NY 2016–2018

Cashier

- Enjoyed interacting with customers from different cultures.
- 100 percent accuracy in handling cash and credit card transactions.
- Worked evenings and weekends.
- Used earnings to fund schooling.

VOLUNTEER EXPERIENCE

Support Group Leader, NAMI-New York City 2019-Present

AWARDS

Volunteer of the Month, NAMI-New York City

COMPUTER SKILLS

MS Office Suite

LANGUAGES

Fluent in Spanish speak/read/write

Points to Consider:

Make your e-mail account and LinkedIn URL clickable links when submitting a resume online. The book *LinkedIn Profile Optimization for Dummies* details how to remove the long list of numbers in your LinkedIn account URL when it appears in the address bar. You can create a LinkedIn badge to use on your resume for a hiring manager to click on instead.

Think in terms of documenting results not simply listing job functions. What would set you apart from dozens of other candidates who have done the same functions on a job? Three -to- five bullet points detailing your achievements on the job, awards received, and results for your employer are all that's needed.

For a peer specialist job, it's okay to list jobs that were unrelated to peer job functions. Interacting with members of the public is always great to show on a resume sent out for a job helping people. It would ideally indicate that you're at ease with and enjoy working with clients or customers from different walks of life.

Okay to use only the word Experience when you're not also listing volunteer experience. Differentiate between the two when using both types of employment.

A resume that lists twenty years of experience might reveal that you're forty or older. Ageism can be a factor in not getting called for an interview. Listing only the last ten-to-fifteen years of work is wise. Do everything in your power to remain competitive in the modern workplace.

Always be looking to learn new things in your spare time that could benefit you on a job. Place these skills on the resume. Documenting your use of cutting-edge technology can offset a longer job history.

Okay to list high school diploma or GED when you have no college. List only degrees not high school when you have post-secondary education.

Volunteer work should be featured especially when your involvement is linked to the job you're applying for. An example is having competed in a marathon when you want to get a position as a track coach. Or having exhibited your work in a gallery when you want to get a teacher artist position.