

Henry M. Scots

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EDUCATION

MCHENRY COUNTY COLLEGE, Crystal Lake, IL
Associates in Applied Science
Major: Administrative Office Management

May 2018
GPA: X.X/4.0

Skills: List language and high-level computer skills*

EXPERIENCE

Job Title

March 2011 – Present

EMPLOYER, City, State

- Use action word to begin each bullet.
- Describe job duties, responsibilities and skills used or developed in this position.
- Include accomplishments, with quantitative detail if possible.
- Avoid personal pronouns: bullet phrases are succinct and action-oriented.

Lead Cashier

December 2009 – April 2011

WINDMILL ICE CREAM SHOPPE, Woodstock, IL

- Developed weekly work schedule for 6 cashier staff. Adjusted standard shift times to maintain customer service levels and reduce payroll costs by 12 hours per week.
- Trained 3 new associates to take orders and document inventory.
- Provided excellent customer service in a friendly and fast-paced environment.

ACTIVITIES

Volunteer

March 2009 - Present

Hometown Animal Shelter, Huntley, IL

- Clean cages and assist in animal grooming.
- Assist in adoption event programs.

HONORS

Name of Award / Scholarship (describe the nature of the award/honor) Dates optional

***Note:** As college-level students, proficiency with MS Word, Outlook, PowerPoint and Excel may be expected by employers, so listing these skills in your resume may not immediately add value. However, Access is a more unique program and listing this proficiency could be valuable (especially if an employer lists working with Access within the job description). Including computer skills beyond standard MS Office products can be positive and strategic.