|  |  |
| --- | --- |
| **YOUR NAME Volunteer Title** | |
| **1470 Crusher Ave., Gary, IN 46406 • your-name@email.com • (123) 555-1234** | |
|  | |
| Dedicated and experienced food bank volunteer. Seeking to leverage 5+ years of hands-on experience in food repacking and distribution to support food security efforts in Gary. Passionate about efficient food distribution to those in need and maintaining high standards of quality. | |
|  | |
| **PROFESSIONAL EXPERIENCE** | |
|  | |
| Volunteer Team Leader  **GARY FOOD BANK, Gary, IN**  *August 20XX–Present* | |
| * Coordinate a team of 15 volunteers to repack, sort, inspect, and box shipments of produce, bread, and dry goods into smaller, manageable quantities * Supervise the distribution of 10,000+ lbs of food monthly to participating food pantries, soup kitchens, and shelters in Lake County * Ensure all repacked food meets quality standards through regular inspections and adherence to food safety guidelines * Implement new strategies to streamline the repacking process | |
|  | |
| Volunteer Coordinator  **GARY COMMUNITY SHELTER, Gary, IN**  *July 20XX–August 20XX* | |
| * Organized and led a team of 10 volunteers to repack bulk donations into individual and family-sized portions for distribution * Managed the sorting and inspection of 8,000 lbs of donated food per month to ensure quality and safety * Developed training programs for new volunteers, resulting in a 47% increase in volunteer retention and engagement * Collaborated with 27 local businesses and organizations to secure consistent food donations | |
|  | |
| **EDUCATION** | |
|  | |
| **GARY HIGH SCHOOL, Gary, IN**  *May 20XX* | |
|  | |
| **ADDITIONAL SKILLS** | |
|  | |
| * Team leadership * Volunteer coordination * Food safety * Quality control * Process improvement * Training development * Community outreach | |
| **Logo  Description automatically generated**  **Dear Job Seeker,**  The “Elegant” resume is one of our most popular templates because of its centered, expanded text within each header, white spacing, and overall soft aesthetic.  If you’re looking for a sophisticated and stylish resume, look no further. Any hiring manager will appreciate this template, but it’s especially noticeable if you’re applying for creative jobs like [graphic design](https://resumegenius.com/resume-samples/graphic-design-resume-example) or [photography](https://resumegenius.com/resume-samples/photographer-resume-example).  If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:  ·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)  ·     How to Write a Resume  ·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)  Once you have a great resume, pair it with a convincing cover letter using our matching [2022 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:  ·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)  ·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)  Best regards,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” |