

Sample Peer Resume

Your Name Here

Address: 555 Main Street, Apt 2, San Francisco, CA 94105 **Phone:** 415.555.8000

Email: firstname_lastname@yahoo.com

GOALS: (This section lists the name of the position that you are applying for.)
HIV Peer Educator/Advocate

SKILLS: (This section lists any skills that you have that may not be reflected by your job experience.)

Trained peer educator through the Lotus Peer Education Program. English/Spanish bilingual, great listening skills, ability to work well on a team and independently, attention to detail, and strong organizational skills. Knowledge of HIV prevention, disease management, and treatment. Knowledge of social service resources and local HIV services. Computer abilities including Microsoft Word and internet.

EXPERIENCE: (This section is for you to include any experience—paid or unpaid—where you demonstrated your skills. Put your most recent experience first and go back from there.)

W.O.R.L.D. Volunteer.

2005-present.

- Worked as a mentor for HIV positive women.
- Provided support, compassion, and informational resources for recently diagnosed clients.
- Created resource guide of local social and support services for HIV positive women.

Project Inform. Volunteer.

Summer 2004

- Assisted information team in outreach to HIV positive community.
- Planned project involvement in local AIDS walk and coordinated community information table.

Smith Consulting, Inc. Administrative Assistant.

1995-1999

- Coordinated office activities for a small firm.
- Facilitated smooth operation of office, including answering phones, creating and maintaining file systems, and computer work.

TGI Friday Restaurant. Waitstaff.

1991-1994

- Served lunch and dinner during busy shift.
- Delivered prompt and friendly customer service.

EDUCATION: (list any education that you have had, even if you didn't earn a degree. If you haven't taken college classes, list your high school, even if you didn't graduate. Make sure to indicate any degrees or certificates that you have earned.)

Women's Peer Advocacy Training

Lotus Project

2006

Chosen participant for 5-day training in HIV peer advocacy. Curriculum included communication skills, skills in support service, training in HIV lifecycle and treatment, and self-care.

Computer Literacy Classes

2005-present

San Francisco Adult School

Continuing education classes in computer literacy, including Microsoft Word, Excel, and Powerpoint.

Associate's Degree

1985

San Francisco Community College