

RESUME KEY POINTS AND TIPS

Employers spend an average of 15 seconds looking at a resume. Make it count!

- Make resume professional, attractive, and easy to read.
- Watch margins and be sure to fill the white space, one page is desired.
- Recommend times new roman font or similar
- Use your resume to market yourself and get an interview.
- Place most important information first.
- **Bold**, *italicize*, CAPITALIZE, or underline critical facts- *be consistent with the format.*
- Choose headers to highlight your individual strengths.
- Stress results, skills and accomplishments rather than performed duties.
- Begin sentences with action words – see list for suggestions.
- Use the correct tense when describing past/present activities.
- Avoid personal pronouns (I, me, my).
- Proofread for misspelled words and grammatical errors - these can be red flags to employers.
- Customize your resume each and every time you apply so that you highlight the jobs, skills, volunteer work, additional experiences that are relevant to the job you seek.
- Always include a cover letter when submitting a resume.

BUILDING YOUR RESUME

Heading

- Include your name, address, phone (with area code), email address, and homepage or portfolio link (if applicable).
- Be sure to use the same style heading for all pages of your resume packet: cover letter, resume, references.

Profile (optional)

- A profile can be a bullet point list or summary paragraph that lets the reader know your top skills and abilities from the very top of the page. This allows you to target specific areas toward a specific job or incorporate certifications or coursework in which you've been trained. If you do not have special skills/experiences or are new to the job market you may leave this out.

Education

- Name of School, City & State, Anticipated Graduation Date (or dates attended), Degree, Major, Minor, Specialization.
- Start with most recent degree awarded and work backwards.
- Do not list high school or earlier education unless exceptional or relevant in some way
- GPA is optional. Recommend 3.0 or higher.
- A relevant coursework section may be added if you have specialty skills clinical/lab skills.

Certifications

- Professional certifications received and dates or expiration, list where valid if it is State specific

Experience

- Job Title or Meaningful Job Description, Name of Employer/Company, City & State, and Dates Employed.
- Bullet point skills developed, achievements and accomplishments, or quantifiable results. Action words are always good!
- Begin with your most recent experience and work backwards. Can be one section or divided based on relevancy.
- Focus on skills (communication, analysis, teamwork, research, leadership, management) and accomplishments.

Activities & Community Services (Optional)

- Emphasize any significant activities you participate in outside of work (community service, extra curriculars). Quantify what you do with the role you play, hours involved, personal investment, or other ways to show an employer more about your character and personality.
- List activities that demonstrate: leadership ability, initiative, good communication skills, perseverance. Highlight leadership roles.
- Format section just like employment section and include: Role in organization, Organization Name, City State, Dates Involved

Honors and Awards (Optional)

- If award or organization is well known, listing honors/awards may be sufficient; if not write out identifying information qualifications and again use the same format as in the experience section to maintain a consistent look to your resume.

Languages (May also be under Professional Profile or Education)

- If you include languages (either under skills or languages sections), be sure to accurately represent skill level.
- Basic ability-completed coursework in language. Literate- can read and write language.
Conversational – can speak language. Proficient- can read write and speak understandable.
Fluent- can read write and speak with similar skill to native speaker

References

- You DO NOT need to state “reference available upon request”. If Employers want your references, they will ask.
- You will need to create a separate reference page that should include the person's name, title, address, email, and phone number.

Resume Worksheet

(Format is flexible as long as it is consistent throughout. A single page is preferred)

Your Name

Address

City, State, Zip

Cell Phone

e-mail

PROFILE (optional) outlines specific transferable skills that you have obtained that are relevant to position

EDUCATION

(This can also include certifications and training that are relevant)

Name of College/School, City, State _____

Degree, Major, Graduation Year or expected graduation if enrolled _____

GPA (general rule is list if 3.0 or better) _____

EXPERIENCE (most recent first unless you are grouping jobs by relevant experience first))

Job Title, Employer's Name, City, State, Dates _____

· (these bullets highlight your accomplishments and responsibilities each bullet should begin with an action verb, one line per bullet)

- _____
- _____

Job Title, Employer's Name, City, State, Dates

- _____
- _____
- _____

Job Title, Employer's Name, City, State, Dates

- _____
- _____

Job Title, Employer's Name, City, State, Dates

- _____
- _____

COMMUNITY SERVICE, VOLUNTEER EXPERIENCE, or PROFESSIONAL ORGANIZATIONS

(Change heading depending on what you have to offer. May be more than one section if there is a lot to share)

Role in Organization, Organization Name, City, State, Dates _____

(bullets here also begin with action verbs, number of bullets depends on skills you acquired and want to share)

- _____

Role in Organization, Organization Name, City, State, Dates

- _____

COMPUTER SKILLS/ LANGUAGE SKILLS /ADDITIONAL SKILLS

Names of Software/Languages and Foreign Languages _____

(Specialized skills acquired through on the job training may be highlighted here or in your profile – not both)

HONORS/AWARDS

Name of honor/award, Organization Granting Award, City, State, Date (one line per honor)

**please note there is usually no underlining. The lines are there for you to use as a worksheet for your rough draft)

Power Verbs for Your Resume

Verb examples that can effectively describe your experiences. Use present tense when describing current experiences.

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Authorized	Customized	Linked	Retrieved
Activated	Delegated	Designated	Logged	Routed
Adjusted	Cataloged	Designed	Mapped out	Scheduled
Allocated	Centralized	Dispatched	Neatened	Secured
Altered	Chartered	Established	Obtained	Selected
Appointed	Classified	Facilitated	Ordered Simplified	Sought
Arranged	Collected	Housed	Organized	Straightened
Assembled	Committee	Implemented	Procured	Suggested
Assessed	Confirmed	Incorporated	Programmed	Tracked
Assigned	Contracted	Instituted	Recruited	Tracked
	Coordinated	Issued	Rectified	

Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Correlated	Inspected	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Scrutinized
Apportioned	Discovered	Licensed	Policed	Set
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Indexed	Officiated	Revised	Updated

Leading

Example: Trained 20+ new employees in computer procedures over a 2-year period

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted Trained	Transformed
Conducted	Envisioned	Involved	Raised	Visualized
Directed	Fostered	Led	Recognized for	
Disproved	Founded	Managed	Set goals	

Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Contributed	Extended	Integrated	Produced
Achieved	Delivered	Finalized	Introduced	Qualified
Added	Demonstrated	Fulfilled	Joined	Realized
Advanced	Diminished	Gained Invented	Launched	Received
Attained	Earned	Generated	Lightened	Reduced (losses)
Augmented	Enjoyed	Grew	Minimized	Rejuvenated
Boosted Eclipsed	Enlarged	Guaranteed	Modernized	Renovated
Built Eliminated	Enlisted	Hastened	Obtained	Restored
Combined	Ensured	Heightened	Opened	Targeted
Completed	Excelled	Improved	Orchestrated	Uncovered
Consolidated	Expanded	Increased	Overcame	
Constructed	Expedited	Innovated	Prevailed	

Planning

Example: Developed and implemented a training program that resulted in a 45% increase in employee satisfaction.

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategized
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6 to 2 days

Alleviated	Crafted	Diagnosed	Recommended	Revived
Analyzed	Created	Engineered	Remedied	Satisfied
Applied	Debugged	Foresaw	Remodeled	Streamlined
Brainstormed	Decided	Formulated	Repaired	Synthesized
Collaborated	Deciphered	Found	Resolved	Theorized
Conceived	Detected	Gathered	Revamped	
Conceptualized	Determined	Investigated	Revitalized	

Quantitative

Example: Converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Compiled	Earned	Maximized	Reconciled
Appraised	Compounded	Enumerated	Multiplied	Recorded
Approximated	Computed	Estimated	Netted	Reduced
Audited	Conserved	Figured	Profited	Tabulated
Balanced	Converted	Financed	Projected	Totaled
Budgeted	Counted	Grossed	Purchased	
Calculated	Dispensed	Increased	Quantified	
Checked	Dispersed	Inventoried	Rated	

Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Consulted	Illustrated	Queried	Submitted
Adapted	Convinced	Improvised	Questioned	Suggested
Addressed	Corresponded	Indicated	Referred	Summarized
Admitted	Critiqued	Inferred	Reinforced	Supplemented
Allowed	Defined	Informed	Substantiated	Supported
Amended	Deliberated	Instructed	Related	Surveyed
Arbitrated	Demonstrated	Interpreted	Rendered	Synthesized
Argued	Drafted	Interviewed	Reported	Systematized
Dedicated	Dramatized	Justified	Represented	Taught
Ascertained	Edited	Lectured	Revealed	Tested
Attested	Educated	Marketed	Sanctioned	Translated
Briefed	Elicited	Mediated	Settled	Transmitted
Clarified	Explained	Moderated	Shaped	Verified
Cleared up	Extracted	Negotiated	Smoothed	Welcomed
Closed	Fabricated	Perceived	Sold	Wrote
Communicated	Fashioned	Persuaded	Solicited	
Composed	Greeted	Presented	Specified	
Concluded	Highlighted	Publicized	Spoke	
Consented				

Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Accommodated	Continued	Enhanced	Prescribed	Served
Advised	Cooperated	Enriched	Protected	Sustained
Aided	Counseled	Familiarized	Provided	Tutored
Alleviated	Dealt	Helped	Rehabilitated	Validated
Assisted	Eased	Interceded	Relieved	
Assured	Elevated	Mobilized	Rescued	
Bolstered	Enabled	Modeled	Returned	
Coached	Endorsed	Polished	Saved	

Sample Resume General Studies

Lord Fairfax

123 Fairfax Lane

Middletown, VA 22645

Cell: (555) 555-5555 Home: (555)555-5555

lfairfx@gmail.com

EDUCATION

Lord Fairfax Community College, Middletown, VA

Associate of Arts and Sciences, General Studies, December 2014

Inducted Member, Phi Theta Kappa Honor Society, December 2013

Commonwealth of Virginia Career Readiness Certificate, Gold Level, December 2013

WORK EXPERIENCE

Sales Associate, The Retail Store, Middletown, VA, August 2013 – Present

- Maintain and restock inventory and follow both written and verbal instructions independently
- Provide courteous and timely customer service
- Operate computerized cash register system

Child Care Provider, Various Families, Middletown, VA, 2011 - 2013

- Provided child care for several families after school, weekends and during school vacations
- Planned age appropriate games and activities that kept the children engaged, entertained and happy

Laborer, Various Contractors, Middletown, VA, Summers 2011- 2013

- Provide construction, cleanup and landscape work in a timely and efficient manner

VOLUNTEER EXPERIENCE

Coach, XYZ Little League, Middletown, VA, Summer 2012 - present

- Provide baseball coaching during practices and games for a team of 8 and 9 year olds
- Communicated game and practice schedules and provided feedback to parents

Volunteer, Handley Library, Winchester, VA, 2010 – 2011

- Reshelf books and organize collections, and maintain a regular volunteer schedule of 3 hours per week

ACTIVITIES:

Member, Student Government Association, Lord Fairfax Community College, Fall 2103 – present

- Served on committee to plan and promote off-campus trips and have seen a significant increase in attendance

Member, Rugby Team, Lord Fairfax Community College, Fall 2012 –present

- Started on Championship team

COMPUTER SKILLS

Microsoft Word, Excel, and PowerPoint

Create attractive posters and flyers using graphic software

Internet research using MS Explorer and Firefox

ADDITIONAL SKILLS

Piano, Vocalist, Basic Guitar, Read Music

Excellent rapport when working with children

Fluent in spoken and written Spanish

General Studies Sample Resume

Jane Doe

123 Abcd Lane, Stephens City, VA 22655
(540)555-1111 Professionalemail@yahoo.com

EDUCATION:

Lord Fairfax Community College, Middletown, VA
Associate of Arts and Sciences, General Studies, December 2015

EMPLOYMENT HISTORY:

Wal-Mart, Front Royal, VA

Department Manager – Consumables/ Health & Beauty (HBA)

April 2013 – Present

- Manage department merchandise using handheld terminals; tasks include merchandise counts, inventory audits, overstock actions, and placing orders to replenish merchandise.
- Complete mandatory paperwork weekly, and turn in on the assigned day in a consistent and timely manner.
- Utilize Motorola radio for communication with managerial staff; attends management meetings; notes and initiates changes for my assigned department.
- Oversee and assists employees as needed in their duties: Proper stocking of shelves in a timely manner, receiving incoming freight, organization of merchandise, and cleanliness.
- Performs cashier and customer service as needed.
- Attended 40 hours of training for consumables merchandise supervisor position.

Acting Department Manager – Automotive/Hardware

March 2013 – April 2013

Sales Associate – Lawn & Garden/Seasonal

March 2012 – March 2013

- Displayed, condensed, and watered plants; maintained cleanliness in the area, and was responsible for both opening and closing the garden area properly.
- Stocked shelves in a timely manner and maintained correct pricing, assisted other departments with this task in addition to assigned duties.
- Performed cashier and customer service duties as needed; tasks included contacting customers about layaway accounts, providing balance information, giving clear pick-up instructions, running reports, and verifying information about products.

McDonald's, Kernstown, VA

Store Opener

July 2011 – June 2012

- Worked 4am shift to open store's front line and grill stations.
- Set up lobby furniture, stock condiments, lobby supplies, and prepared contents for drink stations.
- Pull necessary stock for fryer, refrigerated items, and paper goods.

Crew Trainer

June 2011 – June 2012

- Responsible for training newly hired employees in the duties of a Crew member, Cook/Grill, and Store Opener.
- Complimented by Senior Level Management on Customer Service Skills, and assisting store in receiving 100% service rating at Corporate Inspection, McDonalds, February 2012

Cook/Grill

June 2011 – June 2012

- Set cooking appliances to appropriate settings for food preparation.
- Set up cook and grill position with cooking utensils and trays, prepared food at each position
- Cleaned food preparation tables, reviewed and assessed food stock and resupplied as needed.

Crew Member

March 2011 – June 2012

- Responsible for greeting customers, taking/entering/filling orders and collecting payment
- Maintained a clean work environment: cleaned counters, bathrooms, floors, and washed dishes.

AWARDS/RECOGNITION:

Sales Associate of the Month, Wal-Mart, November 2012

Employee of the Month, McDonalds, July 2011

COMPUTER SKILLS:

Proficient in Microsoft Office, Microsoft Outlook, Internet search engines and research

Sample Resume- Business Management

NAME HERE

100 Skirmisher Lane
Middletown, VA 22645

Myname@lfcc.edu

540-858-7110

PROFILE

A highly skilled and motivated manager with 13 years of experience in handling financial operations, designing policies for the company, achieving customer satisfaction, staff supervision, and the ability to pinpoint areas for improvement and redesign

EXPERIENCE

Human Resource Administrator, United States Postal Service, Middletown, VA May 1997-April 2010

- Identified and solved a range of problems relating to organizing work tasks and managing limited resources
- Implemented business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods and coordination of people and resources

Business Manager, St. Luke Methodist Church and Preschool, Winchester, VA, June 1993- April 1997

- Provided bookkeeping, financial reporting, payroll for 45 employees and payable processing for church councils and school
- Computed tax payments, completed Quarterly Federal Tax Returns and generated year-end W-2's and 1099's
- Tracked and monitor budget related expenses, building use and explore cost reduction ideas
- Maintained confidential stewardship records and contributions. Process the billing, collections, and deposits for school and church
- Oversaw \$1.6 million member loan project

EDUCATION

Lord Fairfax Community College, Middletown, VA

Associates Degree of Applied Science in Business Management, May 2013

GPA: 3.3/4.0

VOLUNTEER EXPERIENCE

Scout Leader, Boy Scouts of America, Stephens City, VA

1998-Present

- Designed leadership activates
- Coordinated events, trips, and activities for over 20 boys ages 12-18
- Successfully mediated adolescent disputes

COMPUTER SKILLS

Microsoft Office including Word, Excel, and PowerPoint and Outlook, QuickBooks for small businesses

NAME HERE

Address

Address

Phone Number, Email address

EDUCATION

Lord Fairfax Community College, Middletown, VA

Associates Degree of Arts and Science in Business Administration, May 2014

GPA: 3.3/4.0

RELEVANT COURSEWORK

Microeconomics Accounting I

Macroeconomics Accounting II

RELEVANT EXPERIENCE

Stock Associate, Kohl's, Winchester, VA, May 2011-present

- Provided customers with service on the sales floor and over the phone
- Maintained and oversaw organization of the stockroom
- Created displays and set up marketing for floor changes while overseeing others

Sales Associate, Charlotte Ruse, Winchester, VA, May 2010-June 2011

- Operated cash register efficiently and with a balanced cash drawer
- Solved customer complaints with diplomacy
- Utilized good decision making skills by taking initiative on product display

ADDITIONAL SKILLS

Microsoft Office (including Publisher), Computerized Cash Register,
Windows and Apple Operating Systems

VOLUNTEER EXPERIENCE/ORGANIZATIONS

Member, Student Government, LFCC, Fall and Spring 2013-2014

- Raised over \$600 for local American Cancer Society
- Participated in recruitment activities which grew membership by 10%

Volunteer, SPCA of Fredrick County, Winchester, VA, September 2010- December 2103

- Served at annual fundraising dinners
- Assisted with animal care through weekly grooming

JAMIE WILT

123 Jamestown Road Warrington, VA 2XXXX
Phone: 540-333-3333 Email: J.WILT@yahoo.com

EDUCATION:

Lord Fairfax Community College, Middletown, VA
Associate of Applied Science Degree in General Engineering Technology:
Mechanical Engineering Technology, May 2012

SKILLS:

AutoCAD Level I	Drafting Principles (AutoCAD 2010)
AutoCAD Level II (Advanced)	Parametric Solids 3D (Inventor 2010)
Commercial Design (Revit 2010)	Engineering Economics
AutoCAD 3D	

RELEVANT EXPERIENCE:

Century Stair Company, Haymarket, VA, 2002 – present

AutoCAD Drafter, 2012- present

- Utilized AutoCAD software to draw and design residential stairs and rails for various subdivisions throughout the Maryland, Virginia, District of Columbia, and West Virginia areas
- Created flat packs for the stair designs to generate .dxf files
- Generated programs using Enroute3 to be used on CNC routing machines
- Trained new CAD employees and managers in the use of AutoCAD software while creating a training manual based on company standards resulting in a savings of \$1200+ per CAD employee
- Used Excel spreadsheets to create parts lists, log hours and to organize purchase orders
- Effectively communicated with sales, management and outside companies
- Used Outlook to place orders for needed parts and for effective communication with sales and management teams

Shipping and Receiving Clerk, 2002 - 2012

- Delivered products to various job sites and kept detailed records using excel spreadsheets
- Increased operational efficiency by identifying ways to organize routing: saved twenty man hours per week

ADDITIONAL EXPERIENCE:

Bulk Order Filler, Family Dollar Distribution Center, Front Royal, VA, 2001-2002

- Determined orders to be shipped to area stores
- Processed orders in a timely manner

Sisco Luray

444 Wiring Road
Woodstock, VA 22222

555-111-4444
Luray.IT@yahoo.com

PROFILE

A dynamic, innovative Network Specialist with professional experience in networks, web design, and database management.

EDUCATION

Lord Fairfax Community College, Middletown VA, May 2014
Associates of Applied Science Degree in **Information Systems Technology**
Career Studies Certificate in **Networking Specialist**
GPA: 3.3/4.0

COMUTER SKILLS and RELEVANT COURSEWORK

Animation Shop	A+ Certification	Dreamweaver & Fireworks
Illustrator	Microsoft Visual Basic 2010	HTML, & XHTML
Structured Query	Microsoft Windows Server 2008	Java, & CSS
Language	Visual Basic.NET	Adobe Dreamweaver, Fireworks, Flash,

WORK EXPERIENCE

IT and Web Specialist, Shenandoah County Fair Association, Woodstock VA, September 2012 - Present

- Managed databases of fair contact, events, and finances
- Updated social networking sites to increase outreach to the community
- Utilized Dreamweaver to promote fair activities through the website

Inventory Specialist, Best Buy, Winchester, VA, October 2011 – September 2012

- Assured that all customers' inquiries and concerns were answered and resolved.
- Maintained a clean, well-stocked store for customers
- Greeted and assisted customers in a friendly positive manner
- Executed ad sets, schematics, and price changes as needed
- Processed all returns and defectives using proper procedures
- Processed freight from unloading of the truck to placing product on sales floor

VOLUNTEER EXPERIENCE

IT Volunteer, Handley Library, Winchester, VA, Summers 2012 – Present

- Assisted public with general computer use
- Taught workshops on the use of windows and Microsoft office components

LUCINDA McCONALLY
123 Mulberry Lane Berryville, VA 2222
540-888-2222
L.Mcconally@gmail.com

PROFILE

Skilled administrative support professional with an Associate Degree in Administrative Support Technology with 4 years of experience in office management and supporting professionals in day to day operations

EDUCATION

Lord Fairfax Community College, Middletown VA
Associate of Applied Science Degree in Administrative Support Technology, May 2016
Certificate in Office Systems Assistant, December 2013
GPA 3.5/4.0

SKILLS

Word Process 60 wpm	Microsoft Office Suite
Data Entry and Records Transactions	Basic Web Design Software
Operate point of Sale Systems	QuickBooks, Fax Rush, and Goldmine Systems

EXPERIENCE

Administrative Assistant, American Society of Civil Engineers, Winchester, VA June 2014 - present

- Support staff of 6 in general clerical and project based work.
- Supervise two part-time support staff and coordinated project work.
- Create spreadsheets, presentations, documents and reports that were presented at board meetings.
- Conduct research to assist with planning of Association conferences.
- Edit professional publications.

Customer Service Representative, Crawford Electronics, Reston, VA June 2012- June 2014

- Coordinated Weekly office schedules for 8 employees.
- Answered phones, scheduled appointments, answered client inquiries and directed them to the appropriate resource.
- Updated client information in client database.

ADDITIONAL EXPERIENCE

Sales Associate, The Retail Store, Middletown, VA, August 2010 – June 2012

- Maintained and restocked inventory and followed both written and verbal instructions independently
- Provided courteous and timely customer service
- Operated computerized cash register system

PROFESSIONAL INVOLVEMENT

Member, International Association of Administrative Professionals, Lord Fairfax Community College, 2014-2015

President, Fall 2014-Spring 2015

- Managed budget of \$600 with team of other club officers.
- Lead meetings as president and kept notes as secretary.
- Increased member size by 10%.
- Lead school wide fund raisers for local charity organizations.

VOLUNTEER EXPERIENCE

Volunteer, Handley Library, Winchester, VA, 2012 – present

- Reshelf books and organize collections, and maintain a regular volunteer schedule of 3 hours per week

Reference List Sample

Jane Doe

123 Abcd Lane, Stephens City
(540)555-1111 professional_email@yahoo.com

References

Mr. John Store

Store Manager
McDonalds
1111 Main Street
Winchester, VA 22601
434-222-2222
jstore@mcdonalds.com

Mr. John Manager

Sales Manager
Walmart
3333 Maxwell Drive
Winchester, VA 22604
jmanager@maxwell.com

Dr. Janet Professor

Business Professor
Lord Fairfax Community College
173 Skirmisher Lane
Middletown, VA 22645
jprofessor@lfcc.edu

Mr. Mark Activities

Vice-President of Student Life
Lord Fairfax Community College
173 Skirmisher Lane
Middletown, VA 22645
mactivities@lfcc.edu