

Home 914-555-9856
Mobile 914-555-1000

Danielle Mayer
735 Anderson Hill Road, Box 785
Purchase, NY 10577

dmayer@hotmail.com

EDUCATION

Purchase College – State University of New York

Purchase, NY

Bachelor of Arts – Expected, Month Year GPA: 3.5
Major: Literature Minor: Women's Studies
Senior Thesis: *Virginia Woolf – Feminist Origins in Contemporary Literature*

EXPERIENCE

Bloomingdales

Sales Associate

Mo./Year – Present
White Plains, NY

- Provide high-quality customer service for clientele, assisting with merchandise selection and promoting store specials
- Assist with store inventory, merchandising, and display organization
- Train new employees on store policies and procedures
- Open and close cash registers, tally daily totals, and process money deposits
- Received written recognition in July and September for superior customer service

Unique Temp Agency

Administrative Assistant

Mo./Year– Mo./Year
White Plains, NY

- Provided administrative support for executives of US Electronics on a semesterly basis
- Managed expense accounts and travel arrangements
- Performed administrative duties including reception, extensive data entry, and file maintenance

Scarsdale Historical Society

Docent

Mo./Year– Mo./Year
Scarsdale, NY

- Led tour groups and learning activities for school children, senior citizens, and the Helen Keller Institute for the Blind during summers
- Organized poetry readings, workshops and contests
- Assisted with day-to-day operation of the Museum Gift Shop

Bethel Nursing Rehabilitation Center

Candy Striper Volunteer

Mo./Year– Mo./Year
Croton-on-Hudson, NY

- Provided care and companionship for disabled patients. Assisted nurses with patient care
- Received Recognition for Outstanding Service as a Candy Striper - August Year and November Year

SKILLS

Computer: Microsoft Word, WordPerfect, Microsoft Works, Expensable (Expense Account Program)

Language: Knowledge of French, Spanish, and Latin

ACTIVITIES

Equestrienne – Year – Present

- Competed independently in nationally recognized equestrian events

Captain of Westchester Equestrian Team - Year

- Was active in recruiting members for team; organized lessons and events; presided over team meetings

BASIC / CHRONOLOGICAL RESUME FORMAT

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Chronological resumes

show your work history, education, and activities starting with your most recent experience and going back to earlier ones. **This the most common resume format, and is great to use if your more recent experience is related to the kind of jobs you're looking to pursue next.**

1) **CONTACT INFO:** Include your **contact information** and an email where you can be reached

2) **EDUCATION:** Include your **education**, focusing on College level experience. You may include your GPA if it above 3.0 (optional)

3) **EXPERIENCE:** List your work experience in **reverse chronological order**. Include the **company name**, your **job-title**, the **start and end dates** of employment, and location of the employer.

Use formatting options like **Bold**, Underline, and *italics* to differentiate each piece of information.

4) Utilize **action statements** to summarize your key **duties, tasks**, and **accomplishments** on your job.

Action statements always start with a **key verb**, such as "Managed", "Performed", "Assisted", "Organized" etc. (See right for examples)

You can use our **"Resume Words" handout** to help you choose effective language.

Order your descriptions based on importance or level of responsibility.

5) **SKILLS:** Include key job-related "transferable skills" such as computer programs, language skills, or others that would be useful in the jobs to which you are applying.

6) **ACTIVITIES:** You can also include any volunteer, recreational, or extracurricular activities that demonstrate initiative, leadership, civic mindedness, teamwork, etc...