

Example: Student with No Related Work Experience

MARK B. JONES

7789 N. Main
Wichita, KS 76904
(315) 942-9090

OBJECTIVE:

An entry-level engineering position within the aerospace industry

EDUCATION:

B.S. Aerospace Engineering
Wichita State University, Wichita, KS

May 2005
GPA 3.4/4.0

RELEVANT COURSE WORK:

Intro. To Astronautics
Aerodynamic Theory
Mechanics of Materials

Engineering Digital Computation
Airfoils, Wings, and Controls
Aerodynamics II, Fluids Aspects

Statics
Dynamics
CATLA I

SENIOR PROJECT:

Airfoils Methods Systems Project, Boeing Airplane Company

Fall 2004

- Conducted research on closed-end airfoils
- Developed a preliminary design for a hydrogen-driven airfoil
- Contacted vendors for performance characteristics and prices for airfoils
- Designed and constructed a model closed-end airfoil
- Wrote report on findings and presented to company representatives

WORK HISTORY:

Sales Associate

2003- Present

Target West, Wichita, KS

- Help customers with purchases
- Handle customer questions and complaints, working to ensure complete customer satisfaction
- Run cash register
- Monitor security system

Grounds Keeper

Riverside Golf Course, Wichita, KS

1998-2003

- Helped with the general outdoor maintenance of the apartment complex
- Worked as a member of a team
- Scheduled maintenance repairs with tenants as needed

COMPUTER SKILLS:

Mathcas, AutoCad, Windows 95, Quattro Pro, WordPerfect

HONORS & ACTIVITIES:

Dean's List four semesters

Vice-President, Engineering Council

Volunteer, Literacy Program

2004-2005

2003

Example: Student with Some Related Work Experience

Sarah B. Smith

1234 N. West Street ♦ San Angelo, TX 76904 ♦ (325) 942-0099
sbsmith@internet.com

OBJECTIVE: An entry-level communication position for a nonprofit organization

EDUCATION: B.A. Communication, May 2005
Angelo State University, San Angelo, TX GPA 3.7/4.0

RELEVANT COURSE WORK: Magazine Production Opinion Writing Persuasion
Communication Research Editing for Print Beat Reporting

PROFESSIONAL EXPERIENCE: Elderly Care of San Angelo, San Angelo, TX, Spring 2005
Communication Specialist Co-op Position

- Helped in the development of all marketing pieces, including brochures and handouts
- Wrote and edited employee newsletter
- Researched a planned giving project and developed materials for mass mailing
- Published two articles in the National "Elderly Care" Newsletter

Columbia Hospital, San Angelo, TX, Summer 2004
Communication Aide Co-op Position

- Helped develop monthly in-house employee newsletter
- Wrote articles and helped edit newsletter
- Edited communication materials for staff of five
- Assisted in the writing of a new employee handbook and community resource book for the social work department

ADDITIONAL WORK HISTORY: Greenleaf Apartment, San Angelo, TX, 2001-2004
Assistant Manager

- Supervised and scheduled maintenance crew
- Assisted tenants with questions and concerns
- Handled customer complaints in a timely manner

Maintenance Worker

- Worked as a member of a grounds crew in keeping property neat and orderly

COMPUTER SKILLS: Microsoft Word, Harvard Graphics, PowerPoint, PageMaker, QuattroPro, dBase Manager

ACTIVITIES: Vice-President, Communication Club, 2003-2004
Treasurer, Society of Women in Communication, 2002-2004
Volunteer, Literacy Program, 2002

REFERENCES: Available upon request

Example: Student with Practical Learning Experience

Jane E. Jones

12099 N. Westlawn ♦ Wichita, KS 12345 ♦ (315) 658-8889

EDUCATION

Master of Science: Physician Assistant, May 2005

Wichita State University, Wichita, KS

Overall GPA 3.5/4.0, GPA in major 3.8/4.0

Bachelor of Science: Medical Technologist, December 1998

Wichita State University, Wichita, KS

PHYSICIAN ASSISTANT STUDENT EXPERIENCE, Fall 2004-Spring 2005

St. John's Medical Center, Wichita, KS

Drug and Alcohol Treatment Unit. Performed history and physicals, counseling and education for adolescents and adults

Shamrock Clinic, Wichita, KS

OB/GYN. Performed history and physicals, fetal monitoring, deliveries, suturing, C-section assists, routine GYN procedures and ER work.

Shannon Hospital, Wichita, KS

Surgery. First Assist, history and physicals, admits, progress notes, discharge summaries, patient management

Wichita VA Medical Center, Wichita, KS

Internal Medicine. Patient management, admission orders, history and physicals, progress notes

Community Hospital, Wichita, KS

Family Practice/Primary Care/ER. History and physicals, suturing, admits, minor emergencies and routine GYN

PROFESSIONAL EXPERIENCE

TGF Laboratory, Wichita, KS 2001-2003

Supervisor/Medical Technologist

Norton Medical Center, Lawton, Oklahoma, 1998-2001

Medical Technologist

PROFESSIONAL AFFILIATIONS

American Society of Clinical Pathologists

American Academy of Physician Assistants

CERTIFICATIONS/SCHOLARSHIPS/AWARDS

NCCPA Board examination to be taken October 2006

Regents Scholarship

Vice President: PA Class of 2005

REFERENCES

Enclosed

Example: Professional with Many Years of Experience

Mark J. Jones

3546 South Street
San Angelo, TX 76909
325-942-9090

SUMMARY OF QUALIFICATIONS

15+ years progressive experience in Human Resource Development
Presented in excess of 1000 hours of training programs
Experienced program developer

EXPERIENCE

Wallace and Company, San Angelo, TX, 1990-Present

Management Development Administrator

- Create and administer management training courses for Fortune 500 company
- Develop programs in Total Quality Management, Performance Review Methods, How to Handle Upset Customers, Team Building and various management courses
- Train and supervise 16 staff trainers
- Administer a training budget in excess of \$500,000
- Work directly with individual department managers to develop training programs for their employers

Customer Service Trainer

- Presented training program to over 5000 employees on customer service skills
- Helped in the development of training materials, including: manuals, handouts, overheads, and graphic presentations
- Worked individually with employees experiencing difficulties in their jobs

Training Advisor

- Worked individually with employees to develop training programs
- Scheduled classes and helped prepare roster
- Administered tests to measure mastery of course material
- Recorded all training courses in employee files

COMPUTER SKILLS

Word Perfect, Microsoft Office, Harvard Graphics, Front Page, HTML

EDUCATION

MBA/Human Resource Development
Angelo State University, May 2000

BBA/Business Administration
Angelo State University, May 1990

PROFESSIONAL ASSOCIATIONS

American Society for Training and Development

Example: Multiple Jobs With Similar Skills

Lynne Joussart

123 Oakland Avenue #102, San Angelo, TX 76904
(325) 234-0000

OBJECTIVE

A position incorporating accounting, business management, and financial planning.

SUMMARY

- Strong grasp of accounting; experienced in all phases of accounting
- 10 years' experience in the business world.
- Successful in translating long-range organizational objectives into effective financial plans.
- Set up four businesses and designed their bookkeeping systems.

PROFESSIONAL EXPERIENCE

ACCOUNTING

- Performed full-charge bookkeeping through financial statements:
 - payroll and payroll taxes
 - cash receipts and disbursements
 - accounts receivable & billing
 - bank reconciliations
 - accounts payable
 - inventory control
- Prepared corporate and property tax returns for three nonprofits.
- Generated financial statements for small businesses on a computer.

BUSINESS MANAGEMENT

- Set up the initial books for four new businesses, and filed their incorporation papers.
- Extensively analyzed financial statements for small corporations.
- Filed periodic financial reports to supporting foundations.

FINANCIAL PLANNING

- Produced budget and cash flow projections for several non profit organizations.
- Developed detailed financial plans for two businesses.
 - Assisted management in refining their corporate goals
 - Generated the financial data to complete a business plan

EMPLOYMENT HISTORY

1995-present	Financial Consultant	URSA INSTITUTE & affiliates, San Angelo (large nonprofit firm; business consulting/social research)
	Financial Consultant	NAT'L. ALLIANCE AGAINST VIOLENCE, Odessa
1992-1994	Business Manager	LIVE OAK INSTITUTE, Odessa (training programs in nursing homes)
1992-1994	Bookkeeper , Full Charge	ANGELO & ASSOC., San Angelo
1989-1991	Bookkeeper , Part Time	5 San Angelo area firms

EDUCATION

Accounting - Angelo State University, 1995
Liberal Arts - American Commercial College, 1993

Example: Cooperative Education Internship

Sarah B. Smith

1234 N. West Street ♦ San Angelo, TX 76909 ♦ (325) 653-0099

OBJECTIVE:

A cooperative education position within the field of Human Resource Management

EDUCATION:

Angelo State University, San Angelo, TX

May 2005

Bachelor of Business Administration in Human Resource Management

GPA 3.2/4.0

RELEVANT COURSE WORK:

Fundamentals of Human Resource Development

Labor Relations

Management and Organizational Behavior

Compensation

Human Resource Selection

Training & Development

WORK HISTORY:

Sonic Drive-In, San Angelo, TX

2004-Present

Cook

- Train new employees on food preparation techniques
- Help with scheduling employees
- Work in a fast-paced environment preparing food

YMCA, San Angelo, TX

Summers 2001-2003

Lifeguard

- Worked closely with other staff members to assure swimmer safety
- Helped teach a swim-aerobic exercise class
- Tested the water hourly to assure proper chemical balances
- Opened and closed the pool

COMPUTER SKILLS:

Windows 95

Excel

PowerPoint

Microsoft Word

ACTIVITIES & HONORS:

Member, Chi Phi Fraternity

Student Ambassador, Angelo State University

Dean's List, Angelo State University

Spring and Summer 2003

VOLUNTEER EXPERIENCE:

Habitat for Humanity

Spring 2003

Pre-Calculus Tutor

Fall 2004

Example: Scannable Resume

LEE WILLIAMS
9876 West 10th
San Angelo, TX 76909
(325) 777-7777

OBJECTIVE

Management information systems position utilizing computer and communication skills

EDUCATION

BBA, Management Information Systems
Angelo State University, San Angelo, TX, August 2005
GPA 3.1/4.0

INTERNSHIP

Summer Intern
TransData Corporation, Sandusky, OH, Summer 2003
Worked as member of cross-functional team to analyze current employee tracking database
Created expanded report which synthesized information from finance and purchasing areas
Presented findings to division chairs

COMPUTER SKILLS

Operating systems: UNIX, Windows 95, Windows NT, LINUX
Programming languages: Visual C/C++, Visual Basic, Visual JAVA++
Applications: WordPerfect, Word, Access, Excel, QuarkExpress, Illustrator

WORK EXPERIENCE

Floor Manager, Server
Logan's, San Angelo, TX, December 2001 to present
Assist in the development and implementation of new staff training program
Supervise entire serving staff of 18
Instruct trainees on proper serving techniques
Effectively handle various customer complaints

ACTIVITIES

Student Ambassador Society, Vice President
Caldwell Elementary, volunteer reader
Mennonite Housing, volunteer
Omicron Delta Kappa
Organized team for Big Brothers/Big Sisters Bowl-A-Thon
Edited organization newsletter

Example: Keyword Resumes

Susan Quinn
221 College Street
San Angelo, Texas 76904
(325) 223-0000/susan.quinn@asu.edu

Core Strengths

Organizational Skills
Multitasking
Detail oriented
Numerically accurate

Computer proficient
Talented in basic accounting
Strong work ethic
Integrity

Education

Angelo State University, San Angelo, TX
Bachelor of Science: Accounting, 2005
Minor: Computer Science

- 3.7/4.0 GPA in Major

Professional Experience

REED ANIMAL HOSPITAL, San Angelo, TX Part-time 2003-Present

Administrative Assistant, Receptionist, Bookkeeping

Handle all front-desk duties at a busy small-animal practice. Schedule appointments, take orders for medicine, field questions, and solve problems. Bookkeeping/accounting activities include maintaining computerized records using Quicken, and reconciling accounts.

- Created an Excel spreadsheet to track past-due invoices
- Decreased aging reports and increased monies collected by over 40%
- Saved \$2000 annually by negotiating a bulk-buying agreement
- Helped automate AP and AR
- Streamlined staff payroll operations by creating an electronic form

Motivated college graduate with a Bachelor of Science degree in Accounting. Strong academic performance. Four years of part-time experience performing basic bookkeeping/accounting functions.

Example: Education Majors

DANIEL JOHNSON

1234 Eastwood Drive, Apt. #654
San Angelo, TX 76909

325-942-1212
tank1789@gpl.net

OBJECTIVE

Employment as high school English/History teacher. Especially opportunities in English.
Open to all possibilities.

EDUCATION

Texas Tech University, Lubbock, TX – Spring 2005. Overall GPA 3.0 on 4.0 scale. Began work on Master's in History.

Angelo State University, San Angelo, TX – December 2004. Overall GPA 3.12 on 4.0 scale.
BA in History, supporting concentration in Government, Twenty-seven hours English.
Certification - Secondary Education 9-12

RELEVANT EXPERIENCE

Student Teaching, Central High School, San Angelo ISD – Fall 2004

- Taught two classes of Honors World History
- Taught two classes of Grade Level Sophomore English
- Assisted English Teacher with Gifted/Talented class
- Assisted History Teacher with A/P European History Class

Volunteer in Public Schools (VIPS), John Glenn Junior High, San Angelo – Spring 2003

Helped students in classes with class work, group projects, and served as tutor for student when needed.
Also assisted with instruction of students.

COMPETENCIES

Knowledge of both Macintosh and PC programs and operating systems. E-mail and Internet competent. Good problem-solving abilities; excellent with people; organized; self-motivated; reliable; strong leadership and managerial skills.

RECOGNITION

Angelo State University

- Phi Kappan Alpha–Historical Honor Society
- Chosen as delegate to meet Prime Minister Margaret Thatcher on her arrival to University
- Eagle Scout

EMPLOYMENT

Hastings Books, Music, and Video, Inc., San Angelo, TX, September 2000–Present

Forty hours per week in management and community relations. Worked register, trained new employees. Set up Community Relations position at store. Relocated to Lubbock.

CREDENTIALS

Credentials, including letters of recommendation, transcript and philosophy of education available upon request.

Example: Education Majors

August Jagger

10 Front Street, Santa Monica, CA 90403 ♦ (325) 123-0000



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Objective To secure a position in elementary education teaching grades K-6

Certification Early Childhood Education ECH - 4 Certification - Pending

Education Angelo State University at San Angelo, TX
Bachelor of Science, Elementary Education, May 2005
– with a concentration in Psychology; Dean’s List - Fall 2003/2004 and Spring 2005

Teaching Experience
1/05 - 5/05
STUDENT TEACHER, FIRST GRADE
Travis Elementary School, San Angelo, TX

- ♦ Demonstrated excellent classroom management skills and a passion for teaching.
- ♦ Employed an integrated approach towards teaching by incorporating multiple teaching methods that included: cooperative learning, story mapping, compare and contrast, math manipulatives, sequencing, charting, prediction, discussion, music, and arts and crafts.
- ♦ Conceptualized an integrated unit on Earth Day that provided students with an understanding and appreciation for their global environment through hands-on experiments and project-oriented exercises in all subject areas.
- ♦ Taught time and money concepts, and created a math learning center to develop students’ higher-level thinking skills at an appropriate pace.
- ♦ Utilized computers and visual aids as educational tools to further students’ understanding of course material, and to develop/reinforce computer and keyboarding skills.

STUDENT TEACHER, FOURTH GRADE
Bowie Elementary School, San Angelo, TX

9/04 - 12/04

- ♦ Assisted in preparing students for upcoming English Language Arts test.
- ♦ Developed and implemented lessons in all subject areas, and accessed students’ prior knowledge through a combination of KWL charts and semantic mapping.
- ♦ Directed reading groups with full responsibility for the selection of all material.
- ♦ Successfully used enrichment activities and behavior modification techniques as a motivator for completing homework and projects, and for improving overall class conduct.
- ♦ Attended various conferences, meetings, and reading workshops.

Work History Customer Service Representative, SITEL, San Angelo, TX 2002 – present

Special Interest

- ♦ Avid collector of children’s books for personal and professional use.
- ♦ Enjoy sharing books with students and bringing in “Student Selections of the Week.”

Computer Skills Windows, Word Perfect, MS Office, MS Works, Internet Research
Jump Start, Little Bear, Freddie Fish, Thinking Adventures, School House Rock, Madeline