

STANLEY SMITH
ritemail@rit.edu

School Address:
0123 Andrews Memorial Drive
Rochester NY 14623
(xxx) xxx-xxxx

Home Address:
0123 Bridge Street
Albany NY 12222
(xxx) xxx-xxxx

OBJECTIVE: To obtain an internship position in the capacity of _____ within the field of Criminal Justice. Available June - August 20xx.

EDUCATION ROCHESTER INSTITUTE OF TECHNOLOGY, Rochester, NY
Bachelor of Science in Criminal Justice, expected May 20xx
G.P.A.: 3.3/4.0

Relevant Coursework: Criminal Law, Law Enforcement in Society, Criminology, Corrections, Public Administration, Photo Forensics.

Honors: RIT Presidential Scholarship, Dean's List all quarters

COMPUTER SKILLS Lotus 123 IBM/DOS MS Windows
MS Word Macintosh MS Excel

**RELATED
EXPERIENCE**
6/xx-8/xx

MONROE COUNTY DISTRICT ATTORNEY'S OFFICE Rochester, NY
Assisted in the screening of defendants for the Educational Outreach Program.
Made follow-ups on defendants by means of letter requests to schools.
Participated in the counseling of defendants with supervisory guidance.

9/xx-12/xx

CANANDAIGUA CITY POLICE TRUANCY TEAM Canandaigua, NY
Reported outcome of telephone contacts with parents and schools. Advised on possible behavior difficulties, counseled youths on behavior adjustments.
Referred parents to guidance assistance.

**OTHER
EXPERIENCE**
6/xx-9/xx

XYZ GENERAL CONTRACTORS Albany, NY
General labor including dry wall, carpentry and landscape work.

ACTIVITIES

College Union Board, Genesee Region Security and Crime Prevention Association, Rochester Police Department PAC-TAC Volunteer, Intramural Volleyball

REFERENCES

Available upon request.

Student Name
E-mail: Address

School Address:
0123 Nathaniel Rochester Hall
Rochester, NY 14623
Cell Phone Number

Home Address:
0123 Homestead Dr
Rochester, NY 05733
Home phone

OBJECTIVE To obtain a internship/co-op position in the field of Psychology. Available summer 20xx

EDUCATION: **Rochester Institute of Technology**, Rochester, NY
Bachelor of Science in Psychology May 20xx
Current Cumulative GPA: 4.000
Minor: Spanish Language

COMPUTER SKILLS: Microsoft Office: Word, PowerPoint, Excel

WORK EXPERIENCE:

College of Liberal Arts – Rochester, NY
Peer Mentor for Department of Psychology August 20xx – Present
Help freshmen adjust to college life and provide academic resources
Meet with mentee on a regular basis to assess their academic and personal well-being

Honors Orientation – RIT
Orientation Assistant August 20xx
Guided groups of Honors freshmen in team building activities

VOLUNTEER EXPERIENCE:

First Year Enrichment Program – RIT
Classroom Mentor August 20xx – January 20xx
Participated in a First Year Enrichment class, serving as a role model to freshmen students and sharing personal and practical college experiences

Chili Recreation Center, NY
Tutor August 20xx – Present
Provide volunteer tutoring services for elementary level children

Baptist Campus Ministries – RIT
Women's Bible Study Leader August 20xx – Present
Plan and coordinate Bible study and guided group discussion for a small group of college women

AWARDS RECEIVED:

College of Liberal Arts Dean's List (Fall, Winter, and Spring Quarters 20xx-20xx)
College of Liberal Arts Dean's List (Fall and Winter Quarter 20xx-20xx)

References available upon request

Name _____

◆ Address ◆ City and State ◆ Phone ◆ E-mail

OBJECTIVE: To obtain a summer co-op position in the field of Advertising or Public Relations.
Available 6/xx to 9/xx.

EDUCATION: **Rochester Institute of Technology (RIT)**, Rochester, NY
Bachelor of Science in Advertising and Public Relations, Expected 2/xx
Minor: Economics; Professional Core: Business Administration
Relevant Courses:
~ Public Relations ~ Written Argument ~ Persuasion ~ Organizational Behavior
~ Marketing ~ Professional Writing ~ Data Analysis ~ Intercultural Communication
Honors: Honors Program, Nathaniel Rochester Society Scholarship
Cumulative GPA: 3.50, **Dean's List:** 20xx

SKILLS: Writing styles—The Associated Press, Chicago Manual, APA, MLA
Computer—PC and Macintosh platforms, Photoshop, HTML, Excel, Outlook, PowerPoint, Word

WORK EXPERIENCE:

- The Patriot-News Harrisburg, PA 9/xx-8/xx
City News Intern Reporter
- Wrote 44 stories—six of which hit front page
 - Covered sensitive hard news—domestic homicide, fraternal child molestation, slain city-born boxer, teacher heading off to serve in Iraq, robbery string, arson fire
 - Maintained positive relations with state governor's office, legislators, police and fire, as well as businesses, hospitals, residents
- RIT Counseling Center Rochester, NY 9/xx-6/xx
Front Office Assistant
- Answered telephone calls, assisted counselors and Director, greeted clients, worked with confidential information
- United Parcel Service Rochester, NY 8/xx-11/xx
Parcel Handler
- Unloaded trailers, classifying/labeling small and bulk packages, re-labeling of small sort returns

MEMBERSHIPS AND ACTIVITIES:
President, Lambda Pi Eta—Inducted 4/xx
Golden Key International Honor Society
American Marketing Association, RIT chapter

References Furnished on Request

JOHN A. SMITH

0123 Memorial Drive ♦ Rochester, NY 14623 ♦ (xxx) xxx-xxxx ♦ E-Mail: ritemail@rit.edu

OBJECTIVE: To obtain a full-time position in Market Research and Product Development

EDUCATION: **Rochester Institute of Technology**, Rochester NY
Professional and Technical Communications, Expected May 20xx
Concentration: Public Relations/Marketing
Dean's List: 20xx – 20xx
GPA: 3.67
Honor: Transfer Scholarship Recipient

Kent State University, Kent OH
Liberal Arts Studies, 20xx – 20xx

EXPERIENCE

The Latino National Newspaper

Intern Writer

- Write articles for *Life*, a supplement of *The Latino*
- Proofread and edit articles
- Create page layouts

Sample, OH

June 20xx - August 20xx

Bausch & Lomb

Communications co-op

- Write content for B&L's Global Project Newsletter
- Design and edit B&L's Global Project website
- Design training course materials
- Compose high level communications for the Global Project
- Assist in design of employee incentive program

Rochester, NY

March 20xx – June 20xx

RIT, Liberal Smarts Newsletter

Staff Writer

- Write articles for College of Liberal Arts newsletter
- Research current events on campus

Rochester, NY

October 20xx - Present

Wal-Mart Superstores

Sales Associate

- Customer relations, sales and promotions
- Public announcements or daily advertise products
- Design and implement sales ideas

Rochester, NY

June 20xx – September 20xx

Name
Email Address
Phone Number

Local Address

Nathaniel Rochester Hall
Rochester NY, 14623

Permanent Address

0123 School Lane
Rochester, NY 10002

Objective

To obtain a position to utilizing leadership, community development, team building and administration skills fostering a career within the social justice field.

Education

Rochester Institute of Technology Rochester, NY
Bachelor in Science Degree in Public Policy Expected May 20xx
Minor Spanish
GPA: 3.33 / 4.0
Dean's List 20xx

Languages

Fluent in Spanish, Italian and beginning Chinese (Mandarin dialect)

Course work

Foundations of Public Policy Policy Analysis I
Policy Analysis Intro to Quality Policy Analysis
Intro to Data Analysis Prin. of Economics I and II

Computer Skills

Windows operating system, IBM, MAC, and UNIX proficiency
MS Word, MS Excel, MS PowerPoint, Minitab, Stella

Work Experiences

People for the American Way Foundation Washington, DC
Public Policy Intern Summer 20xx

- Provided administrative support for the department
- Attended hearing, briefings, press conferences and coalition meeting
- Maintained daily operations of the department

The National Academies Washington DC
Christine Mirzayan Science & Technology Policy Internship Fall 20xx

- Worked jointly on National Materials Advisory Board & the Manufacturing & Engineering Design group
- Authored policy summaries for committee meetings, compiled survey results, conducted literature reviews, and assisted in the planning and execution of meetings and workshops
- Organized a seminar on outsourcing the National Parks Service

Activities

RIT student Government President-20xx-20xx
Asian Cultural Society - Vice President-President
Alpha Mu Lambda Sorority Inc.- President 20xx
Diversity Facilitator, Student Government 20xx-20xx

Name
Address
Phone number
E-mail Address

Objective To obtain a full-time position as an entry level Manager

Summary of Qualification

- Empathetic and caring individual with three-and-a-half years experience in working with people with developmental disabilities.
- Experienced supervising others and facilitating group discussion to promote common goals.
- Excellent assessment, planning, coordinating, and crisis intervention skills.
- Assisted in developing behavioral plans as well as monitoring of individual goals.
- Proven ability to establish and maintain high-trust relationships with clients, families and colleagues.
- Offer an employer loyalty, integrity and a strong work ethic.

Education **Rochester Institute of Technology, Rochester, New York**
Bachelor of Science in Psychology May 20xx
Interdisciplinary Track: Information Processing
Dean's List since fall 20xx

Languages Fluent Polish, Intermediate Spanish
Working knowledge of American Sign Language, German and Russian

Computer Skills Microsoft Word, Windows XP
Minitab and SPSS statistical software, PsychInfo and PsychFirst research databases

Work Experience

Heritage Christian Services, Webster, New York **20xx-20xx**
Residence Counselor

- Assisted 6 individuals with developmental disabilities, activities of daily living and implementation of behavioral plans.
- Monitored and ensured the well-being of residents, administered medications and documented on their physical, emotional, and mental status; alerted nurses and physicians of problems requiring medical attention.
- Helped train and supervise new and existing employees.
- Interacted with family members and outside personnel and agencies on a full range of issues.

St. Ann's Community, Rochester, New York **20xx-20xx**
Certified Nursing Assistant

- Assisted geriatric patients with activities of daily living and provided high quality care in a team environment.
- Developed positive relationships with residents, families and colleagues.

Community Involvement Alternatives for Battered Women-volunteer

References: Available upon request

Name

Address • Rochester, NY 14623 • (xxx) Phone number • email@rit.edu

OBJECTIVE

To obtain a full time position utilizing economics and finance knowledge and capabilities.

SUMMARY OF QUALIFICATIONS

- Strong research and analytical skills
- Mastery of English, Spanish and French.
Ease to change and ability to adapt

- Creativity and initiative
- Ability to work in teams or independently

EDUCATION

ROCHESTER INSTITUTE OF TECHNOLOGY
Bachelor of Science in Economics
Minor: German

Rochester, NY
Expected Graduation: May, 20xx Professional
GPA: 3.6/4

SYRACUSE UNIVERSITY
Study abroad program at Institut Européen d'Etudes Commerciales Supérieures

Strasbourg, France
January-June 20xx

SKILLS

Languages: Fluent in Spanish, English and French. Intermediate German
Computer: MS Word, MS Power Point, MS Excel, MS Access, Minitab, SAS, Visual Basic.Net/GUI design.

RELEVANT COURSEWORK

Benefit & Cost Analysis
Applied Econometrics

International Trade and Finance
Financial & Managerial Accounting

Economic Forecasting
Corporate Finance

EMPLOYMENT

COUNCIL OF EUROPE INTERNSHIP
Directorate General IV: Education, Culture and Heritage

Strasbourg, FRANCE
January –June 20xx

- Research on topics related to Human Rights, European Culture and Heritage
- Prepared draft reports and studies for meetings of experts in the Council's Parliamentary Assembly
- Translated official documents into Spanish, French, and English

ROCHESTER INSTITUTE OF TECHNOLOGY
International Student Services
Peer advisor leader- assist with the transition of international students to the RIT community

Rochester, NY
August 20xx – current

TRIO Student Support Services
Tutor for Economics, Finance and Spanish courses

September 20xx- current

NTID Liberal Arts Department
Note taker for deaf students

December 20xx - current

English Language Center
Translated official documents from English to Spanish and vice-versa

May – July 20xx

HONORS AND ACTIVITIES

Honors Program at the Rochester Institute of Technology
Fulbright Scholar in RIT: representative of Peru
International House Treasurer - RIT
Latin American Student Association Treasurer

March 20xx – current
August 20xx - current
September 20xx- March 20xx
September 20xx- May 20xx

NAME

Address, Phone number, email address

OBJECTIVE: To obtain a full time position within the Environmental Protection Agency in the capacity of ____.

PROFILE: Excellent research abilities with detailed and focused analytical skills; superior presentation and communication skills; ability to interact with teams efficiently and effectively; in-depth knowledge of regression analysis, time series analysis, statistics, and policy research. Additional skills include: Proficiency in Microsoft Office (Word, Excel, PowerPoint, Project, Outlook), Stella Modeling, Crystal Ball, Expert Choice, Linear Programming, Matlab, Database Search Engines, and Procite.

EDUCATION:

Rochester Institute of Technology, Rochester NY

Masters of Science in Public Policy – Environmental Policy Concentration, Anticipated Graduation May 20xx

Buffalo State College, Buffalo NY May 20xx

Bachelors of Science in Physics, GPA: 3.79/4.0 Honors

Semester Abroad in London, England Fall 20xx

University of Queensland Semester Abroad in Australia Spring 20xx

RELATED WORK EXPERIENCE:

National Center for Remanufacturing and Resource Recovery, RIT

Graduate Student Policy Research Assistant (Summer 20xx -Present)

- Collected and analyzed government data to assess regional, state and national trends in the manufacturing industry
- Compiled environmental compliance guidelines as part of a remanufacturing toolset
- Conducted life-cycle analysis to determine the environmental benefits of remanufacturing office furniture

The National Academies, Washington DC

Christine Mirzayan Science & Technology Policy Internship (Fall 20xx)

- Worked jointly on National Materials Advisory Board & the Manufacturing and Engineering Design
- Authored policy summaries for committee meetings, compiled survey results, conducted literature reviews, and assisted in the planning and execution of meetings and workshops
- Organized a seminar on outsourcing the National Parks Service

SCIENTIFIC RESEARCH:

Senior Thesis at BSC “Bringing Schrödinger’s Cat to Life” (Winter-Spring 20xx)

- A theoretical study of quantum mechanics and the possibility of superposition states in the macroscopic world

National Institute of Standards and Technology

Materials Science Division Intern (Summer 20xx)

- Researched the crystallographic orientation of surface facets of alumina using high resolution microscopy, and analyzed data using Excel and modeling software. Presented findings in a formal presentation

FIELDWORK:

Archeological Fieldwork Androscoggin River, ME (Spring 20xx)

- Surveyed, excavated, analyzed and classified artifacts at a prehistoric site

TEAM AND LEADERSHIP ACHIEVEMENTS:

L.A. Marathon 20xx Participant

- Fundraised for the Leukemia and Lymphoma Society as a member of Team in Training

Bauchus and Gamma National Peer Education Conference Bates College Representative (20xx)

- Participated in a variety of workshops which demonstrated methods in which to educate peers concerning alcohol, drugs, sexual violence, and body image

Name
 Address
 Phone Number
 Email address

SUMMARY OF QUALIFICATIONS:

Accomplished, creative and dynamic leader with over 20 years of experience managing sales and marketing efforts for diverse companies and industries. Consistently developed strong business relationships with Fortune 500 companies. Skilled professional with success developing various marketing and promotional programs. Excellent computer skills and proficiency with numerous programs.

COMPUTER SKILLS:

Microsoft Access, Excel, Internet Explorer, Outlook, PowerPoint, Project, Publisher, Word and Visio
 Epicor including Clientele (CRM), eBackOffice (A/P & A/R), eWarehouse, and System Manager
 ACT!, Auctionworks, Bid4Assets, BillPoint, eBay, OpenOffice, Palm OS, and PayPal.

EDUCATION:

Bachelor of Science, Business Marketing Rochester, NY
 Rochester Institute of Technology

PROFESSIONAL HIGHLIGHTS:

ACCOUNT MANAGEMENT

- Veteran account manager possessing expertise with c-level relationships, negotiation and managing staff.
- Successfully developed numerous large and challenging accounts including Bausch & Lomb, Boston Market, Bruegger's, Corning Glass, Eastman Kodak, Fisons Pharmaceuticals, Frontier Communications, GE Capital, Gleason Works, Martin Marietta, School Specialty, Sharp Electronics, Starbucks, Thomson Publishing and West Group.

MARKETING

- Expert in three-dimensional marketing with over 15 years in the exhibit and trade show industry.
- Directed multimedia campaign for new product launch, including print, website and telemarketing.
- Managed product and service launch and established new national and international markets.

SALES MANAGEMENT

- Over twenty years of sales experience in diverse products, services, markets and regions.
- Held management responsibility for over 40 employees, 5 locations and divisions P&L.
- Routinely called upon to land major accounts including Eastman Kodak, Sharp Electronics and Xerox.

BUSINESS DEVELOPMENT

- Developed and managed flagship TQM program to secure Fortune 100 clients.
- Instituted and managed innovative business venture capitalizing on company's core competency.
- Launched pioneer division and established new national and Canadian markets.

EMPLOYMENT HISTORY:

Senior Account Manager	Company Confidential, Rochester, NY	20xx – Present
Director, Business Development	Custom Installations, Rochester, NY	20xx – 20xx
Director, Client Operations	Marketing Advantage, Bethesda, MD	20xx – 20xx
Director, Exhibits Division	Hoffend Xposition, Rochester, NY	20xx – 20xx
National Account Manager	Ontario Design, Victor, NY	20xx – 20xx

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