



CHAPTER 12

SAMPLE RESUMES

How do various resumes look?

Use samples as guides.

You may prefer to eliminate the Career Objective Statement when you are not targeting your resume.

One of the best ways to learn about how to prepare an effective resume is to review some quality sample resumes. You should not try to emulate any of these resumes without first understanding basic resume preparation and design techniques. You need to understand why these resumes are effective.

These samples use the design approaches recommended earlier and integrate many preparation suggestions. Several different formats are shown, but this section is not intended to offer all possible format variations.

These resumes are offered for you to use as potential illustrations of what can be done.

This extensive set of resumes is adapted from resumes of real individuals and have been modified extensively to protect confidentiality and illustrate certain techniques.

There are resumes of individuals with over 20 years of experience boiled down to one page. Rarely is a two-page resume needed to be successfully screened in for an interview appointment.

Just as you can talk yourself out of a job offer, you can provide too much data on a resume that recruiters use to screen you out of consideration.

Nearly all of the samples are illustrated with the targeted job objective shown. Of course, the objectives may be frequently modified or changed if you are sending your resume to different types of employers. The career objective can readily be completely reworded or even eliminated if desired.





It is very common to omit references.

Most of the resumes are illustrations of individuals with zero to four years of experience after earning a degree, but there are also samples of individuals with many years of experience to give format variations.

There are resumes illustrating hundreds of different types of educational institutions and job experiences. Whether your interests are in the public, private, professional, or nonprofit sector of the economy, the various sectional examples within the resumes should offer a wealth of ideas upon which to base your own resume.





Advertising with Experience Sample

Brenda S. Allen

123 Cypress Drive
Louisville, KY xxxxx
(xxx) xxx-xxxx
email@email.com

OBJECTIVE

Advertising Account Executive: Seeking an assignment that uses my extensive years of advertising and sales experience in working with clients in consumer products.

SKILLS AND EXPERIENCE

Marketing/Advertising

- Increased local agency volume by 173% over previous year.
- Handled sales volume of \$10.5 million covering the state of Kentucky.
- Presented company programs to national accounts such as Sears & Roebuck, General Motors, etc.
- Assisted salespersons with promotional activities.
- Made field visits to answer customer inquiries for several clients.
- Addressed issues on warranty, promotions, procedures, and product data in promotional design.
- Created retail promotional displays, which generated double-digit sales increases.
- Designed store layouts based on review of electronic sales surveillance results.
- Advised dealers on product promotion.
- Designed yellow pages ad copy, layouts in trade magazines, and consumer catalogs.

Management/Organizational

- Organized a territory that was vacant for 2 years into a very profitable territory.
- Re-established customer trust on accounts that had been previously underserved.
- Trained new employees in agency policy, procedure, and product knowledge.
- Developed schedule for servicing accounts, which generated significant sales increases.
- Prepared weekly reports on sales volume, expenses, promotional and competitive activities.

EMPLOYMENT

Account Executive. Advertising Galore Associates, Louisville, KY.
Small advertising agency serving manufacturing firms located in the State of Kentucky (xx/xx—xx/xx).

Telemarketing Directory Representative. Transwestern Publishing Company, Louisville, KY.
Sold yellow page advertising (x/xx—x/xx).

Photographic Assistant. Kentucky State University.
Photographed, developed, and printed photographs for internal and external publications (xx/xx—xx/xx).

EDUCATION

B.S., Journalism - University of Louisville, Louisville, KY, xxxx.





Advertising without Experience Sample

JOHN ARTSEY

123 Artful Avenue
Indianapolis, IN xxxxx
xxx-xxx-xxxx
art@email.edu

CAREER OBJECTIVE **Graphic Design and Advertising:** Desire an entry-level position that will provide exposure to all aspects of the advertising industry in relation to graphic design. Eventually, hope to move into management assignments including creative research and design work in advertising

EDUCATION **John Herron School of Art**, Indianapolis, IN (8/xx to 5/xx)
Indiana University, Bloomington, IN (8/xx to 5/xx)
Bachelor's Degree in Fine Arts and Education in May, xxxx

ACTIVITIES Sigma Pi Fraternity executive officer, xx/xx
Winner of most outstanding pledge award, xx/xx
Winner of Daniel mental attitude award, xx/xx
Public Relations chairman during last school year
Pledge educator, xxxxx to xx/xx
Active in intramural sports such as basketball, football, and volleyball
Member of the National Art Education Association (NAEA)

EXPERIENCE **Freelance Graphic Designer.**
Freelancer. Work with several advertising agencies in the Indianapolis area on a contract basis doing work for business ads and product brochures.
Designed and painted a winning entry in the International Scholastic Achievement in Art Awards in xxxx held in Copenhagen, Denmark.
Designed logos for athletic teams, T-shirts, local business student groups since high school.
Sign painter for various businesses in the community. Sold watercolor prints of special athletic scenes to students.
Experienced with computer graphic design, photo, and video software.
Brown County Playhouse, Nashville, IN (Summer seasons xxxx-xxxx).
Supervisor of stage scenery painting and construction crew. Organized about 30 different students for each event.

REFERENCES	Dr. Thomas Craft	Prof. James Rowe	Ms. Sally Bright
	President	Fine Arts Department	Owner
	NAEA Association	John Herron School of Art	Bright Themes Agency
	125 Madison Ave.	125 Meridian St.	Keystone Square
	New York, NY xxxxx	Indianapolis, IN xxxxx	Indianapolis, IN xxxxx
	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	craft@email.com	rowe@email.com	bright@email.com





Advertising Interest Without Experience Sample

Scott Behrman

Present Address

125 E. 19th Street
Bloomington, IN xxxxx
xxx-xxx-xxxx
behrman@email.edu

Home Address

Two Amherst Place
Columbus, IN xxxxx
xxx-xxx-xxxx
parents@email.com

Career Objective

Advertising, Assistant Account Executive. Interested in assisting with client planning strategies, client studies, media relations, coordination with agency internal departments, and direct creative client presentations with a local agency working with consumer products.

Education

INDIANA UNIVERSITY, SCHOOL OF TELECOMMUNICATIONS
Earned a B.A. in xxxx, Advertising. Have Minors in Fine Arts and Spanish, with 30 hours of Business integrated courses. Fluent in Spanish. Graduated in top quarter of class.

Campus Activities

Indiana University Student Association: Work in the Public Relations Department doing artwork and layout for brochures and pamphlets. Reorganized the webpage at www.indiana/student. Recently elected as an Off-Campus Senator, and sit on various committees, such as Anti-Apartheid and Health, Safety, and Leisure. **I.U. Advertising Club:** working presently in the creative department, on a campaign for Nestle Crunch, as a member of National Student Advertising Competition. Designed web ads for club patrons. **I.U. Improvisation and Comedy Club:** Developing skills of improvisational communication and comedy.

Work Experience

Entrepreneur: Started a franchise for a car polishing service and proceeded, with my partner, to run every aspect of the business. Doing paperwork, advertising, marketing, interviewing, and labor gave me the opportunity to learn the basics of how a business is run, as well as develop valuable skills in marketing and advertising. Also learned the meanings of the words organization and responsibility, which I now know to be the key to any successful venture. Designed company logo that hangs in our office and appears in all of our advertising. Colleagues consider me to be extremely creative and highly motivated.

References

Dr. Bernard Greenberg
Chief of Surgery
St. Martin Hospital
Indianapolis, IN xxxxx
(xxx)xxx-xxxx
green@email.com

Sharon Grainer
Academic Advisor
I.U. Student Services
Bloomington, IN xxxxx
(xxx)xxx-xxxx
grain@email.edu

Andrew Paine
Co-Owner
Fast-wash
Bloomington, IN xxxxx
(xxx)xxx-xxxx
paine@email.com





Sales Management with Some Minor Experience Sample

DERRICK DAVIS

123 Linden Drive
Houston, Texas xxxxx
www.personal.com

(xxx) xxx-xxxx Home
(xxx) xxx-xxxx Office
davis@email.com

OBJECTIVE

Sales Management. Results-oriented professional seeks a sales position that will utilize and challenge proven sales skills. Prefer to utilize technical skills by staying in energy, chemical, pharmaceutical, and related industries.

ACCOMPLISHMENTS & ACHIEVEMENTS

- Increased sales by 15% over quota for 5 out of 7 years for a Fortune 500 company.
- Won salesman of the year award two times as well as salesperson of the month awards over 10 times in formerly underperforming territories.
- Received extensive training by United Chemicals and various suppliers in product knowledge and marketing techniques, including web catalog sales support.
- Participated in quality improvement program and Xerox Professional Selling Skills Seminar: certificated in both programs.
- Improved credibility, built customer rapport and helped customers save money by reformulating products that reduced raw material costs and enhanced product performance.

PROFESSIONAL EXPERIENCE

xx/xx
to
xx/xx

United Chemicals, Petrochemicals Division, Houston, Texas.
Senior Sales Representative for Petrochemicals

Responsibilities: maintain existing accounts, develop and expand on customer base, assist customers in meeting environmental requirements, improve profitability by increasing sales volume, develop customer rapport.

Territory: Houston area and approximately 150 mile radius of southeastern Texas. Volume approximately \$14.5 million in annual revenue. Previous territory included Baltimore/Washington, D.C. metroplex with control of an annual sales revenue \$2.5 million.

EDUCATION

xxxxx
to
xx/xx

Bachelor of Science degree . . . Southern Methodist University . . .
December xxxx.

Major: Biological Science . . . Minor: Chemistry
Earned excellent grades in major study fields. Extremely knowledgeable with technical terminology. Very active in sports of all types. Open to travel and relocation. Interned in sales with local firm for academic credit.

REFERENCES

Available upon request.





Industrial Sales without Experience Sample

Resume of JOE E. DOE

Present Address

University Quadrangle
Apartment 3-K
Bloomington, IN xxxxx
xxx-xxx-xxxx
doe@indiana.edu

Home Address (Parents)

James J. Doe
123 Wells Avenue
Indianapolis, IN xxxxx
xxx-xxx-xxxx
doej@corp.com

Career Objective

Sales Representative. Wish to begin my career in an industrial firm where the products to be marketed are of a semi-technical nature. Eventually hope to become a high-level marketing executive in a high tech firm with strong marketing orientation.

Education

Indiana University School of Business (8/xx to 6/xx)

B.S. degree in Business Administration, June. On Dean's List two semesters out of the last three semesters . . . Overall grade average of 3.1 . . . Took elective courses in cost accounting, systems analysis, sales management, industrial sales, marketing strategy, retailing, and advertising . . . play with e-commerce websites frequently.

Purdue University College of Engineering (8/xx to 6/xx)

Started college with the idea of becoming a mechanical engineer . . . Took several hours in chemistry, physics, calculus, and engineering principles while at Purdue . . . Overall grade-point average was a B+ . . . Because interests were found to be more people oriented, transferred to Indiana University at end of sophomore year.

Campus Activities

Pledged and initiated into SAE social fraternity at Purdue . . . Actively participated in basketball and baseball intramural sports . . . Played these sports as a varsity letterman in high school . . . Reporter for the **Exponent** (campus newspaper) my sophomore year.

Active member of the I.U. Student Foundation both years at I.U. . . . Active in campus politics (second highest votes for senior class president) . . . Public relations chairman of Promise Party, junior year . . . Part-time disc jockey on Quad radio station . . . Captain of baseball and basketball intramural teams . . . Worked on SAE Fraternity website design 2-4 hrs. per week.

Work Experience

Part-time Janitor, Indiana University (8/xx to 6/xx)

Worked ten hours each week to provide spending money while at college . . . Superior was pleased with my industry . . . In spite of the low status and pay, learned much about people relations in this task . . . Supervised the "swing" people who came into my area of the building.

General Laborer, Indiana State Highway Department (last four summers)

Worked 50 to 70 hours per week . . . Cut grass, patched ruts, dug ditches, drove tractor, shoveled rock, put up signs, flagman, etc. . . . Earned and saved enough money to pay tuition for two semesters.

Background

Brought up in Indianapolis . . . lettered in two sports (basketball and baseball) in high school.

References

Dr. C. R. Powell
Prof. of Bus. Admin.
Indiana University
Bloomington, IN xxxxx
xxx-xxx-xxxx
powell@email.edu

Mr. D. Blair
Asst. Basketball Coach
Indiana University
Bloomington, IN xxxxx
xxx-xxx-xxxx
blair@email.edu

Mr. James Jackson, Director
Halls of Residence
Indiana University
Bloomington, IN xxxxx
xxx-xxx-xxxx
jack@email.edu

Date: xx/xx





High Level Marketing Executive Sample

CHARLES DRINKWELL

Home: 304 Jones Street
Nashville, IN xxxxx
xxx-xxx-xxxx
drinks@email

Business: National Sales Manager
John Beam, Inc.
Gnaw Bone, Indiana xxxxx
xxx-xxx-xxxx

OBJECTIVE

Sales Executive/Marketing Manager/Vice President, Marketing Position

SALES MANAGEMENT

Devised and supervised sales promotion projects for large business firms and manufacturers, mostly in the manufacturing field. Originated newspaper, radio, website, and television advertising and coordinated sales promotion with public relations and sales management. Analyzed different markets and costs. Developed sales training manuals. Taught Sales Training As Sales Executive and Promotion Consultant, handled a great variety of accounts. Sales potentials in these firms varied from \$5 million to \$30 million per year. Was successful in raising the volume of sales in many of these firms 30 percent within the first year.

SALES MANAGEMENT

Hired and supervised sales staff on a local, area, and national basis. Established branch offices throughout the United States and developed uniform systems of processing orders and salesrecords. Promoted new products as well as improved sales of old ones. Developed sales training program. Developed a web-based catalog system involving internal inventory control to facilitate movement of different stock between branches.

MARKET RESEARCH

Devised and supervised market research projects to determine sales potentials, as well as need for advertising. Wrote detailed reports and recommendations describing each step in distribution, areas for development, and plans for sales improvement.

SALES

Retail and wholesale. Direct sales to consumers, jobbers, and manufacturers. Sold hard goods, including small motors and electrical appliances.

ORDER CLERK

Received, processed, and expedited orders. Set up order control system that was adopted for all branches.

FIRMS

xx/xx to Present	John Beam, Inc. Nashville, Indiana	National Sales Manager (7 years)
xx/xx to xxxxx	Jack Allen Widgets Co. Indianapolis, Indiana	Product Manager, Market Research Staff, Sales Promotion Manager (10 years)
xx/xx to xx/xx	Pfeiffer Bros. Electronics Uptown, Indiana	Sales Manager, Sales Representative (3 years)

EDUCATION

Indiana University, Kelley School of Business, B.S., xxxx; Major: Marketing Management



Senior Level Marketing Executive Sample**JOHN L. FULLER**

1234 Aspen Trail, Fresno, California xxxxx

(xxx)xxx-xxxx fuller@email.com

OBJECTIVE Key executive position in marketing management or general management with an industrial products firm.

SUMMARY Twenty plus years of diverse, multi-disciplinary management experience with broad-based exposure and expertise in the various facets of marketing, operations, sales, and general management in industrial and commercial products.

Demonstrated ability to profitably expand mature business and to manage corporate assets for superior productivity. Proven analytical, conceptual, technical, and people skills.

EXPERIENCE

HEAT RECOVERY PRODUCTS
Fresno, California
www.heat.com

VICE PRESIDENT
DIRECTOR OF MARKETING
xxxx to Present (9 years)

- Reversed the 14% decline in unit sales volume in the two year period preceding employment. Increased unit sales volume 41% and total sales revenue 78% in the subsequent two year period.
- Developed marketing strategies to exploit existing product opportunities in present and new markets, including commercial, industrial, and institutional. Strategies focused on an expanded product line with exclusive options and differentiable product features, multiple model selections, and complementary new products.
- Conceptualized and implemented an aggressive product diversification effort. Supplementary HVAC products were acquired on a representation basis and now comprise approximately 20% of total sales revenue.
- Established a national sales representation network to market industrial/commercial ceiling fans and air handling, air cleaning, heating, and ventilation equipment.
- Identified and developed private label accounts in three new markets, i.e., Agricultural, Church, and Direct Mail, resulting in a 50% increase in private label unit sales volume.

COMMERCIAL PRODUCTS INTERNATIONAL
Denver, Colorado

BUSINESS DEVELOPMENT MANAGER
Jan., xxxx – Sept., xxxx (2 yrs)

- Identified and exploited complementary business opportunities in new but related markets resulting in a 10% increase in special OEM sales.
- Devised a simplified marketing strategy to upgrade, restructure, and optimize the performance of mature strategic business units.
- Developed comprehensive business assessments relative to participation in high growth and high profit consumer and industrial product markets.
- Assumed a leading role in the identification, strategic assessment, and financial analysis of complementary business acquisitions.



JOHN L. FULLER (page 2)

INDUSTRIAL PRODUCTS INTERNATIONAL
Indianapolis, Indiana

MARKETING MANAGER
PRODUCT MANAGER
March, xxxx – Dec., xxxx (3 yrs)

- Created a \$10MM new market by modifying an existing product to meet specific customer needs in the farm equipment market resulting in a 50% increase in unit sales volume.
- Managed the successful launch of two new “engineered” products for the farm and truck markets and managed the phase out and disposition of several mature and outdated product lines.
- Supervised an innovative and persuasive advertising/sales promotion program to create demand for engineered products at the OEM level and to exploit burgeoning Aftermarket sales opportunities.

FARM INDUSTRIES, INC.
Calgary, Alberta
Canada

OEM SALES MANAGER
MARKET RESEARCH MANAGER
June, xxxx – March, xxxx (2 yrs)

- Increased OEM private label farm equipment sales by 30% and expanded non-captive distributor sales by 35%. Improved product line gross margin by 50%.
- Conceived and developed a comprehensive marketing strategy/gameplan predicated on product diversification, market dispersion, and risk diffusion for the strategic business unit(s).
- Identified a new product opportunity, which resulted in a \$4.5MM gross sales contribution, produced a more balanced product line, and supported expansion into new geographic markets.

FARM EQUIPMENT GROUP, INC.
Bakersfield, California

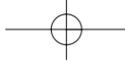
SENIOR BUYER
ASSISTANT BUYER
June, xxxx – June, xxxx (4 yrs)

- Authored and negotiated comprehensive purchase agreements and manufacturing contracts for construction, farm, industrial, and material handling equipment resulting in a \$1.0MM gross profit contribution.
- Initiated and implemented effective measures to monitor and control external manufacturing projects resulting in a \$450,000 cost avoidance.
- Reduced material purchase costs 6% on assigned key commodities/component.

EDUCATION

MBA (Marketing)	xxxx	UCLA
Masters (Mechanical Engineering)	xxxx	California State College
B.S. (Mechanical Engineering)	xxxx	California State College





Sales Representative at Entry Level Sample

LESLIE GOLDBERG

123 Main Street Apt 3B	Silver Springs, VA xxxxx www.goldberg.com	(xxx) xxx-xxxx gold@email.com
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OBJECTIVE **SALES.** Seeking a position where strong personal drive, high productivity, computer abilities, and well-developed communication skills are desired. Prefer structured on-the-job marketing training program that provides exposure to sales techniques. After training and experience, desire to move into management assignments involving hiring, training, supervising, and motivating others.

EDUCATION	University of Virginia (xx to xx) Charlottesville, VA xxxxx	Communications GPA 3.4/4.0
	Blacksburgh Community College	General Studies, xxxx to xxxx

RELEVANT COURSES	Journalism	Television Production
	Public Speaking	Theater
	Composition	Technical Writing
	Graphic Arts	Photography
	Computer Introduction	Web Programming

ACTIVITIES Business Investors Club; Marketing Club, fund raising chairperson; Judicial Board member; Honor Society (elected officer).

EXPERIENCE **Green Olive Bar, Charlottesville, VA, xx/xx to Present**
Bar Manager. Worked evenings and weekends while enrolled full-time. Sales increased 25 percent per year while I worked as evening/weekend manager. The owner has 25 employees and in his absence, I manage the bar. Designed part of the recent renovation, which resulted in a 50 percent customer increase.

Work about 30 hours per week, year-round, which has caused me to take 5 years to complete the 4 year degree.

ACCOMPLISHMENTS

- Superior academic record in communications and illustration
- Earned 100 percent of college expenses via part-time employment
- Maintained departmental website

PERSONAL Plan to relocate to the Washington, D.C. area where family resides. Prefer to travel and willing to work long hours. Will consider relocating to any area.

REFERENCES	Mr. Larry Hannah Owner Green Olive Bar Charlottesville, VA xxxxx xxx-xxx-xxxx	Professor Charles Brice Communications Department University of Virginia Charlottesville, VA xxxxx xxx-xxx-xxxx
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Sales Consultant at Entry Level Sample

MICHAEL J. GRIMM

Campus:
Lambda Chi Alpha
123 3rd Street
Bloomington, IN xxxxx
(xxx)xxx-xxxx
grim@email.edu

Home:
123 Blue Ridge
Allentown, PA xxxxx
(xxx)xxx-xxxx

CAREER OBJECTIVE: **Commercial Sales Consultant.** Wish to use financial and computer skills in the selling of financial products. Desire to consult with potential customers who need financial software. Eventually wish to manage the consultive selling role in a financially oriented firm.

EDUCATION: **Indiana University School of Business, Bloomington, IN. (8/xx to 5/xx)**
B.S. degree in Finance, May, xxxx.
Have accumulated 33 hours above amount required for graduation. These hours include courses in Biology, Chemistry, Physics, and Computer Science which, when integrated with 30 hours of finance and accounting courses, provide a unique background.

ACTIVITIES: **Lambda Chi Alpha Social Fraternity**

- **President** - responsible for 120 members, overlooking duties of officers, planning meetings, and discussing future direction of the fraternity with alumni. Have also planned and controlled a budget of \$500,000. (xx/xx to xx/xx)
- **Secretary** - performed activities such as filing fraternity records, maintaining records, and recording minutes. (xx/xx to xx/xx)
- **Greek Week Chairman** - responsible for organizing and motivating fraternity member's involvement in Indiana University's Greek Week. (xx/xx to xx/xx)
- **Intramurals** - softball, volleyball, basketball, football, soccer (always involved).

Interfraternity Presidents Council

- **Representative.** Discussed and voted on policies affecting Indiana University's fraternities. (xx/xx to xx/xx)
- **Leader.** Attended Greek Leadership Seminar twice in Junior and Senior years.
Operation SMART
- **Trainer.** Counseled high school students about the effects of cigarette smoking in Freshman year.

WORK EXPERIENCE: **Nicks English Pub, Bloomington, IN**
(Summer xx) **Bartender** - worked 15 hours per week serving mostly students and alumni customers.
(Summer xx) **Delta Delta Delta Sorority, Bloomington, IN**
House Maintenance - performed daily duties averaging 14 hours per week during senior year. Responsible for general maintenance and inventory materials of the sorority.
(Summer xx) **Asbestos Control, Inc., Allentown, PA**
Laborer - worked 55–65 hours per week. Prepared buildings for the removal of asbestos and also worked in the warehouse filling job orders.
(Summer xx) **Allentown High School, Allentown, PA**
Crew Supervisor - worked 40 hours per week. Responsible for organizing duties for 6 high school students and reporting daily activities to high school supervisor. Daily duties included painting, grass-cutting, and furniture moving.

REFERENCES: Furnished upon request.



Information Technology Consulting Sales Sample**ALICIA HURST**

Purdue Villas
 125 Dunn Street
 West Lafayette, IN xxxxx
 (xxx)xxx-xxxx
 hurst@email.edu

c/o Dr. John Hurst
 19100 Warfield Avenue
 Birmingham, MI xxxxx
 (xxx)xxx-xxxx

CAREER OBJECTIVE

IT Consulting Sales. Desire to use my electrical engineering and computer science background in a consulting capacity. Interested in assisting with the specification of technical design parameters and communicating between my employer and customer. Long term, plan to manage an IT consultive staff of experts to work with clients on enterprise-wide IT initiatives.

EDUCATION***BS, Electrical Engineering, Purdue University, (xx/xx to xx/xx).***

- Graduated in top 10 percent of EE class.
- EE class treasurer
- Spent sophomore year studying abroad on EE program in Switzerland.
- Specialized in computer software systems design, specializing in enterprise-wide projects.
- Graduating with 20 extra hours of academic credit in EE.
- Worked part-time on Professor Lau's chip technology research.
- Worked about 15 hours per week as a student assistant in the EE computer research lab.
- Completed an unusual one-year internship for both academic credit and salary.
- Took 12 hours of accounting and finance courses.

COMPUTER COURSES

Computer Programming	Database Structures	Advanced Programming
Systems Analysis	Enterprise Programming	E-Commerce
Web Technologies	Networking	ORACLE

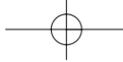
RELATED EXPERIENCE***Systems Engineer Intern, EDS Corporation, Anderson, IN, xx/xx to xx/xx (one year).***

Worked as the Systems Analyst in the development of an on-line Financial Forecasting System. Communicated extensively with users. Defined their needs, current work flows, and data flows in order to define system requirements. Made recommendations for improvement. Assisted IT managers on database applications.

Assisted in the design of a new computer system. Set up file structure, system flow and structure. Generated programming specifications, screen layouts, and report formats. Responsible for the progress of the project, reporting status to management, and system documentation. Gained experience in oral presentations to top management.

REFERENCES

Prof. Chin Lau Electrical Engineering Purdue University West Lafayette, IN xxxxx (xxx)xxx-xxxx lau@email.com	Dr. James Price Electrical Engineering Purdue University West Lafayette, IN xxxxx (xxx)xxx-xxxx price@email.edu	Ms. Sharon Deal Director EDS Corporation Anderson, IN xxxxx (xxx)xxx-xxxx deal@email.com
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Retail Store Management-Experienced Sample

DAVID JAMES

1234 Oriental Court
Chicago, IL xxxxx
(xxx) xxx-xxxx
james@email.com

**CAREER
OBJECTIVE:**
EDUCATION:

Store Manager. Plan to continue career in field of retailing. Enjoy supervising both people and programs in a fast-paced work setting with challenges and opportunities.

Oklahoma State Univ, School of Business (xx/xx to xx/xx)

- Earned a BS degree in marketing in May, xxxx
- Achieved a solid top quartile GPA in marketing courses
- Tutorial assistant in retail course during senior year
- Wrote 40 page business plan for proposed new retail shop in our community for a senior entrepreneurial course
- Minored in mass communication and advertising
- Elected two extra courses in public speaking
- Member, Toastmasters Intl.

University of Northern Illinois, Dekalb (xx/xx to xx/xx)

- Started college with idea of becoming a Chemist but after taking several hours of chemistry, biology, physics, and calculus, transferred to Oklahoma because my interests were more people oriented.
- All courses taken transferred since I earned no grade less than a “C” in a very rigorous curriculum.

WORK EXPERIENCE:

Assistant Store Manager, National Drug Stores, Inc. (xx/xx to xx/xx)

Supervise, manage, and motivate 30 full and part-time employees. Work about 50 hours per week doing the following:

- Maintain and improve customer relations
- Hire, train, motivate employees
- Solve internal and external problems
- Prototype high technology store
- Increased sales and earnings by at least 10 percent every year

Management Trainee, National Drug Stores, Inc. (xx/xx to xx/xx)

Completed 26 week intensive development program that included both OJT and Seminar Training. During this period, the class of 15 trainees did the following:

- Opened and closed stores in real environments.
- Became proficient at how to run a large operation in profit-centered stores.
- Learned policies and procedures on buying products, supervising others, and accounting for inventories.

Yellow Pages Representative, Telephone Inc. (xx/xx to xx/xx)

Worked about 20 hours per week while in school and 50 hours per week during summer selling advertising. Organized accounts, set-up appointments, presented facts, and closed sales. This provided an excellent source of income while attending college. Earned 100 percent of my own education expenses. Received numerous letters of recognition praising my ability to maintain good customer relations in a pleasant, personable, and diplomatic manner.

**OUTSTANDING
SKILLS:**

Past employers and faculty members often described me as possessing especially strong credentials in the following areas:

- | | | |
|---------------|-----------------|--------------|
| — Leading | — Organizing | — Teaching |
| — Managing | — Scheduling | — Presenting |
| — Reliability | — Communicating | — Listening |

REFERENCES:

Furnished upon request.



Sales Representative Entry Level Sample**KATLIN JONES****Campus Address (until x/xx/xx)**

Stadium Apartments, #2A
 Collegeville, US xxxxx
 xxx-xxx-xxxx
 jones@email.com

Permanent Home Address

123 River Road
 Hometown, US xxxxx
 xxx-xxx-xxxx
 dad@bus.com

Job Target

Sales Representative in Consumer Goods Industry that utilizes my proven abilities in marketing, organizing, and managing people and projects.

Education**Big State University, College of Arts and Sciences, Collegeville, USA.**

B.S. Degree, Economics major with Communications minor, June, xxxx.

Earned a 3.1 GPA overall with a 3.5 average in economics. Selected to participate in an honors class in economic history in my senior year. Team wrote a 30 page business plan, which was submitted to a national association contest. Some of my most relevant courses included the following:

Communicating: Public Speaking, Mass Communications, Persuasion Techniques
 Managing: Sales Management, Computer Programming, Marketing Principles, Technology
 Writing: Prices and Markets, Income and Employment, Money and Banking

During my senior year, several of my academic accomplishments received recognition in the school newspaper. Actively participated in the 200-member journalism society when served as MC at awards banquet.

Spent my sophomore year on an international exchange program in Spain. I lived with a large family and assisted in managing the household activities and their small retail grocery business. Wrote a cultural experience report. Earned transfer credit from a local Spanish university.

Campus Activities

- Elected captain of the tennis team as a junior when the team won the regional championship
- Lead my sorority to campus athletic honors for two years
- Wrote an article that won top recognition for our 15,000 copy distribution campus newspaper
- Effectively contributed to the economics student advisory board two years, a faculty-elected position
- Aggressively campaigned for student senator and received 2,200 votes in senior year
- Worked for Governor's successful reelection committee within the campus community

Work Experience**Smith Associates, x/xx to Present, Secretary, 15 hours per week**

- Created word-processed documents and uploaded to website
- Transcribed court proceedings and file briefs
- Trained other part-time clerical assistants
- Searched for related cases on legal computer networks on the world wide web
- Received letter of appreciation from a senior partner

Mom's College Shop, Sales Associate every summer since high school, 40 hours per week

- Served a variety of college-age customers on a daily basis
- Developed strong personal customer base among teenaged customers
- Earned significant commissions, which paid college tuition
- Managed store last two summers during owner's vacation period: opened and closed store
- Purchased \$1 million of holiday merchandise at summer Apparel Mart last year



Sales Representative Entry Level Sample

Sara Smith

Campus Address (until 6/1/xx)

Pigskin Apartments
Apt. 2-B
Bloomington, Indiana 47401
xxx-xxx-xxxx
smith@email.edu

Home Address

Care of James K. Jones
123 Front Street
Chicago, Illinois 60601
xxx-xxx-xxxx
mom@email.com

CAREER OBJECTIVE

Sales Representative. Objective: To start career with a firm that markets computer products (or similar products/services) . . . Work has exposed me to most computer equipment and software ... Relate well to office management personnel because understand their problems . . . Enjoy the discipline and autonomy of sales . . . Desire a high technology firm with training designed to offer management advancement potentials.

EDUCATION

Indiana University, College of Arts and Sciences, Bloomington, Indiana (xx/xx to xx/xx)

Will earn the A.B. degree in Economics, June, xxxx . . . Hold a 3.8 overall grade average and have earned all A's in Economics . . . Minor field is in journalism . . . Anticipate election to Phi Beta Kappa.

University of Illinois, Circle Campus, Chicago, Illinois (xx/xx to xx/xx)

Began college as a part-time student while I worked as a full-time sales clerk in a local clothing store . . . Transferred to I.U. with 30 credits after one year . . . Earned a GPA of 3.0.

CAMPUS ACTIVITIES

Captain of the Women's varsity tennis team for two years. Member and officer in Kappa Delta Sorority (social) . . . Night editor in junior year of the *Indiana Daily Student* campus newspaper . . . Historian of Mortar Board, a senior women's honorary . . . Selected as advisor to President Ryan my senior year . . . Active in the I.U. Student Foundation program, particularly the "Little 500," a bicycle race whose proceeds provide scholarships.

WORK EXPERIENCE

Jane's College Shop, Junior Sports Wear, 8/xx to present (Every semester for last 3 years)

Sales Clerk, part-time . . . Worked approximately 10 to 15 hours per week servicing customers . . . Frequently assisted the manager-owner in designing advertisements and promotional displays . . . During my last three months, often supervised and scheduled other clerks when the owner was out of town.

Treasure Place Gift Shop, (Every summer since high school)

Various assignments . . . Specialize in items from the Scandinavian countries . . . Have done everything from sweeping out the storeroom daily to helping select merchandise at the semi-annual trade shows . . . Show customers around, handle some of the daily accounting, develop displays, manage part-time salespeople, do all correspondence, etc.

PERSONAL

Have traveled extensively in Europe and lived one year during high school in Japan . . . Can operate most office equipment including copiers, calculators, microfilm equipment, and computers . . . Type 70 wpm . . . Know desktop publishing, html, and some computer programming . . . Speak Spanish and Japanese.



Sales Representative Entry Level Sample**JENNIFER HARDY****Campus Address** (until x/x/xx)

Pigskin Apartments, #2B
College Town, USA xxxxx
xxx-xxx-Lxxx
hardy@email.com

Home Address

123 Front Street
Hometown, USA xxxxx
xxx-xxx-xxxx
mom@-email.com

Career Objective

Sales Representative. Wish to start career with a firm that markets consulting services . . . My part-time clerical work has exposed me to computer equipment and software . . . Relate well to management personnel . . . Aspire to manage a large technical sales force.

Education

Big Time University, College of Arts and Sciences, College Town, USA, xxxxx

Will earn the A.B. degree in Economics, June, xxxx . . . Hold a 3.3 overall GPA . . . Earned 3.5 GPA in Economics . . . Minor field in Journalism (3.5 GPA) with focus on web design and use.

Key Courses:

- Prices and Markets
- Income and Employment
- Money and Banking
- Systems Design
- Labor Economics
- Mass Communications
- Telecommunications
- Computer Programming
- Electronic Marketing
- Accounting
- Marketing
- Web Design

Local University Circle Campus, Hometown, USA xxxxx

Began college as a part-time student while worked full-time . . . Transferred to Big Time Univ. with 30 credits after one year . . . Earned 3.1 GPA . . . Took summer courses in technology field during summers.

Campus Activities

Captain of the women's varsity tennis team for two years . . . Member and **officer** in Kappa Delta Sorority (social) . . . Night **editor** in junior year of the *Daily Student* campus newspaper . . . **Historian** on Mortar Board, a senior women's honorary . . . Selected as **advisor** to University President my senior year . . . **Campaign manager** for senior class president . . . Maintained webpage for sorority last year.

Work Experience

John H. Jones, Attorney at Law, x/xx to present (Junior and senior years)

Part-time secretary . . . Handle filing, take dictation, transcribe tape recordings of proceedings, type contracts and other legal documents . . . Train other part-timers . . . Learned to operate most common office equipment and computers . . . let sales representatives, other vendor, and clients.

Jane's College Shop, Junior Sport Wear, x/xx to x/xx (Sophomore year)

Sales clerk, part-time . . . Worked 10 to 15 hours per week servicing customers . . . Frequently assisted manager in designing ads and displays . . . Supervised others.

Treasure Place Gift Shop, Every summer since high school

Various assignments . . . Mother owns unique gift shop in a tourist area north of Home Town . . . Specialize in Scandinavian items . . . Helped select merchandise at trade shows . . . Handle daily accounting . . . Develop displays . . . Supervise workers.

References Available



Sales Representative Entry Level Sample

DEBORAH CLARK

Campus Address (until x/x/xx)

Pigskin Apartments, #2B
College Town, USA xxxxx
xxx-xxx-xxxx
clark@email.edu

Home Address (Mother)

123 Front Street
Hometown, USA xxxxx
xxx-xxx-xxxx
mom@email.com

OBJECTIVE: **Sales Representative.** Wish to start career with a firm that markets computer products or services . . . previous work has exposed me to computer equipment and software . . . relate well to office personnel . . . aspire to manage a large technical consulting staff.

FUNCTIONAL SKILLS AND ABILITIES

SELLING: Courses in Marketing, Data Processing, Accounting, Money and Banking, Prices and Markets, Income and Employment . . . Achieved an overall 3.3 GPA and 3.6 GPA in my major of Economics . . . Sales clerk in college town sportswear store while working 10–15 hours per week . . . Sold gift items in parents' gift store and purchased merchandise at trade shows from professional salespersons . . . Operated office equipment and computers in part-time job . . . understand office products and service field well . . . Frequently interacted with professional salespersons who called on our office.

SUPERVISING: Captain of women's varsity tennis team for two years . . . Officer in social sorority . . . Campaigned for senior class president . . . Managed retail store in absence of owner . . . Trained part-time workers in law office . . . Selected as an advisor to the university president . . . Assigned increasing levels of responsibility in full and part-time jobs held while in college.

ORGANIZING: As a part-time secretary in a law firm, handled filing, correspondence, contracts, and other important legal documents . . . Managed time effectively as worked part-time . . . Participated in campus activities . . . Achieved above average grades (3.3 GPA) . . . Assisted store manager in designing ads and displays . . . Worked in hectic seasonal rush periods during summers and vacation periods in family's gift shop . . . Maintained a website.

EDUCATION: Big Time University, AB in Economics, June, xxxx.
Local University, 30 credit hours, Freshman year.

WORK EXPERIENCE: John H. Jones Attorney, Part-time Secretary (xx/xx to xx/xx)
Jane's College Shop, Part-time Sales Clerk (Sophomore year)
Treasure Place Gift Shop, Sales Clerk (Summers since xx/xx)

PERSONAL: Speak Spanish . . . Computer literate . . . Willing to relocate . . .
Earned 70 percent of college expenses . . . Enjoy public speaking.



Sales Development Program Entry Level Sample**STEPHEN H. KRIVICKAS, II****Present Address**

1234 Graham Place
Madison, WI xxxxx
xxx-xxx-xxxx
kriv@email.edu

After August 10, xxxx

125 Ashton Drive
Christian, WI xxxxx
xxx-xxx-xxxx

CAREER OBJECTIVE:

Sales Development Program. Seeking Sales Representative position with a well-respected firm that offers a training program offering training in pricing, promotion, distribution channels, account management, sales techniques, and supervision. Prefer an industry that can best use my science background.

EDUCATION:**UNIVERSITY OF WISCONSIN, Madison, Wisconsin**

Bachelor of Science, May xxxx — Overall GPA: 2.80
Major: Biology (30 credits) — GPA: 3.33
Minor: Business (15 credits) — GPA: 3.48

WORK EXPERIENCE:**Camera Inc.**

Clifton, WI
(Summer of xxxx)

ORDER PROCESSOR

— Took, processed and checked product orders for customers and sales reps
— Processed product returns that sometimes exceeded more than \$200,000
— Helped compile a daily returns and orders report
— Studied the product line to handle customer questions and complaints
— Learned telemarketing software package quite well

Listening Line

Madison, WI
(Fall Semester, xxxx)

HOTLINE VOLUNTEER

— Trained to “actively” listen and identify a caller’s special needs and/or problems
— Referred callers to the appropriate support agencies
— Developed good communication skills and ability to deal with a variety of people

Kelsey Manufacturing

Osh Kosh, WI
(Summer of xxxx)
(Summer of xxxx)

ASSEMBLY LINEMAN AND MAINTENANCE

— Worked as part of a team to produce a high quality product
— Cleared and cleaned machines to ensure proper operation
— Exposed to a variety of manufacturing operations including product production, shipping, and quality control

Molded Plastics

Christian, WI
(Summer of xxxx)
(Summer of xxxx)

MACHINE OPERATOR

— Worked 50 hours a week
— Assisted in quality control by checking product for defects
— Learned how to work hard and follow instructions

HONORS AND ACTIVITIES:

— Traveled extensively and worked in Ireland
— Who’s Who Among College Student Leaders
— Volunteer WQA Disc Jockey
— Advertising Club Secretary
— Elected Dorm Senator
— Intramural Soccer Referee
— United Way Volunteer
— Enjoy Chess, Risk, and other strategy games
— Paid 75% of college expenses

REFERENCES:

Please call

Prepared xx/xx



Marketing Manager Experienced Sample

Andrew K. Martin

123 Beacon Woods Place

Fort Carson, Utah xxxxx

(xxx) xxx-xxxx
martin@email.com

OBJECTIVE

Marketing Manager position in an organization where there is a need to expand markets and develop new marketing concepts through the use of market research, product planning, web commerce, and persuasive selling skills.

MARKET DEVELOPMENT

Establish new business opportunities by researching and targeting those markets that would most likely benefit from innovative transportation services. Develop and manage projects by gathering pertinent data, provide appropriate analytical support, and present programs in both written and verbal form to upper management and prospective clients. Research and design new methods of presenting programs. Organize and manage implementation of projects. Meet with new customers once a month.

RESULTS: *Assisted department in surpassing goals set by management in developing new business last year by 35%. Met personal objectives established by superior for new business development each of last 4 years.*

MANAGEMENT

Design procedures for support personnel to ensure optimum level of **customer service**. Review problematic areas. Execute effective solutions. Assist in researching, developing, and implementing computerized reports for both project development and management of existing programs.

RESULTS: *Assured programs met desired targets by monitoring and maintaining the most efficient use of resources. Often complimented for accurate and complete recordkeeping.*

WORK HISTORY

American Transport, Fort Carson, Utah

Manager, Commercial Marketing Department, xxxx—Present (4 years)

Area Sales Planner, xxxx—xxxx (2 years)

Fleet Coordinator, xxxx (2 years)

EDUCATION

Indiana University School of Business, xxxx.

Earned a Bachelor of Science degree in Marketing.

Appeared on Dean's List four semesters.

College expenses financed by employment throughout both academic year and summers.

PERSONAL DATA AND OTHER FACTS

- Highly active in nature sports.
- Avid home computer enthusiast
- Enjoy camping, fishing, photography and computers.
- Enjoy accepting and completing challenging projects.



Systems Marketing Consulting Entry Level Sample

c/o John C. Myers (Father)
 2015 N. Main Street
 Santa Clara, CA xxxxx
 xxx-xxx-xxxx
 myersj@email.com

JACK E. MYERS
 Campus View Condos
 123 Park Avenue
 Palo Alto, CA xxxxx
 xxx-xxx-xxxx
 myers@email.com

- OBJECTIVE** **Systems Marketing.** Desire a position that integrates my technical computer skills with my external leadership abilities. Strong communication talents might best be utilized in the marketing function.
- EDUCATION** **Walsh College, Palo Alto, CA (xx/xx to xx/xx)**
 BS, Mathematics with Computer Science minor. GPA: 3.2/4.0
- RELEVANT COURSES**
- | | |
|---------------------------|----------------------|
| Analytical | Communication |
| Assembler (3 hrs) | Public Speaking |
| C++ (6 hrs) | Composition |
| Calculus (15 hrs) | Technical Writing |
| Statistics (6 hrs) | Psychology |
| Data Structures (6 hrs) | Mass Communication |
| Operating Systems (3 hrs) | |
- HONORS** Kappa Mu Epsilon (Math honorary)
 Dean's List (3.7 GPA, xxxx and 3.6 GPA, xxxx)
 Top Senior Project Award (Class presentation)
- ACTIVITIES** **Campus Recruiter;** One of 3 seniors selected to assist in recruitment of high school scholars.
Special Olympics; Volunteer coordinator for 4 years.
Boys Club; Coach 9–12 year olds in basketball and soccer.
Concert Choir; Tour throughout the West Coast.
- EXPERIENCE** **REC/TEC Software, Silicon, CA (xx/xx to Present)**
Contract Programmer/Installer. Work on a contract basis writing computer programs and help install hardware and software with small business networking clients. This has been an off/on job while in school. Owner has offered me a full-time job upon graduation which I declined.
- Campus View Condos, Palo Alto, CA (xx/xx to Present)**
Maintenance. Do odd jobs around the complex to help with housing expenses.
- PERSONAL** Experienced with small server network and web installations. Spent last summer in Japan. Prefer to locate in Silicon Valley.



Retail Training Program Entry Level Sample

Melissa Roth

Danish Imports
100 S. Main
Kansas City, MO xxxxx
(xxx)xxx-xxxx

123 Main Street
Norman, Oklahoma xxxxx
(xxx)xxx-xxxx
roth@email.edu

- OBJECTIVE** **RETAILING.** Seeking an assignment with a fashion department store offering a training program that rotates through operations, distribution, advertising, display, sales, customer service, and buying. Desire to advance through the general merchandise manager track or the large store manager track. My assertive style, outgoing personality, and supervisory skills should aid in my long-term success in retailing.
- SKILLS** Resolved customer problems satisfactorily in retail environment.
Organized task forces of team members in sorority leadership events.
Solved analytical financial problems using software in part-time jobs.
Taught training program in use of Microsoft Office products.
- EDUCATION** **UNIVERSITY OF OKLAHOMA, Norman, OK, xx/xx to xx/xx**
B.S., Psychology, May, xxxx, 2.7 GPA (4.0=A)
- Motivational Psychology ○ Consumer Policy
 - Buyer Behavior ○ Advertising
 - Accounting ○ Computers in Psychology
- Attended workshops and proficient in all Microsoft Suite products and many web-related design browsers and development tools like HTML and Frontpage.
- CITY OF LONDON POLYTECHNIC, London, England, xx/xx to xx/xx**
Completed 16 credit hours of liberal arts courses that emphasized aspects of British culture and art. Traveled extensively through Europe independently the following summer.
- ACTIVITIES** **Alpha Epsilon Phi Social Sorority: Internal Spirit Committee Chairperson** (Organized spirit and motivational activities for house meetings and events); **Senior Representative** (Organized social events and acted as liaison between live-in and live-out house members); **Philanthropic Chairperson** (Supervised sponsorship of several Refusnik families living in the Soviet Union); **Junior Class Treasurer.**
- Danforth Center, Kansas City:** When home on vacations and summers, volunteered to assist medical professionals in group and individual therapy; supervised patients in physical therapy; contributed to staff discussions about specific patients in order to collectively consider appropriate treatment.
- EXPERIENCE** **DANISH IMPORTS, Kansas City, KS (since high school)**
Numerous Assignments. Located in the largest specialty mall in tri-state area. Specialized in Danish and Norwegian gifts ranging from crafts to top quality woolen goods. Participated in four foreign-buying trips. Some of my roles have been personal selling clerk, inventory receiving and marking, bookkeeping, store analysis, managing advertising, hiring and buying. Gained a great deal of knowledge about retailing in this practical setting but also took some related academic courses in college. Hours worked varied from 5 to 50 depending on seasons and family needs.





Retail Store Management Limited Experience Sample

BILL WILLIAMS

1632 Holloway Avenue
Ft. Wayne, Indiana xxxxx
xxx-xxx-xxxx
will@email.com

Professional Objective

Retail Store Sales Manager or Buyer. Ultimate goal—Manager of major retail store for large national chain or Merchandise Manager for department store chain.

Education xx/xx to xx/xx

BS, xx/xx, INDIANA UNIVERSITY, KELLEY SCHOOL OF BUSINESS
Major: Marketing . . . Minor: Mass Communication
— Special emphasis on retail sales and merchandising.
— Considerable work in accounting and data processing.

Experience xx/xx to xx/xx

L.S. AYRES, Fort Wayne, Indiana
Assistant Manager. In charge of all advertising and copy layout for this large department store. Work closely with all buyers in planning sales campaigns. Materially assist manager in working out modernization plans for basement floor. Have taken two trips to Dallas, Texas, to assist in selection of men's suits and shoes. Sales volume is over \$12 million in both departments that I manage.

xx/xx to xx/xx

J. C. WHITE & COMPANY, South Bend, Indiana
Retail Shoe Sales. Started as clerk in Elkhart store. After six months, moved to South Bend outlet as Assistant Manager. Responsible for all display work, newspaper advertising, and sales promotion. Sales volume is over \$8 million.

Summer Work

Earned 50 percent of total college expenses selling vacuum cleaners and cooking ware on commission for four summers.

Military Service

UNITED STATES ARMY, xx/xx to xx/xx
Communications Specialist. After graduation from college, enlisted in the Army. Spent most of the time in Europe working as a communications and personnel relations officer.

Background

Brought up in northern Indiana area. Active in community affairs such as Junior Achievement, Boy Scouts, and active alumnus of Indiana University. Member of a social fraternity. Have traveled extensively throughout the Midwestern and Southern United States.

Interest

Primarily interested in hiking-outdoor activities and conservation societies, e.g., Sierra Club, Save the Redwood Foundation, Audubon Society, etc.

References

Captain J. Tough U.S. Army Ft. Leonard Wood Waynesville, MO xxxxx xxx-xxx-xxxx tough@email.com	J. C. White, President J. C. White and Co. 300 Main Street South Bend, IN xxxxx xxx-xxx-xxxx white@email.com	Dr. John Smart Professor, Retailing Indiana University Bloomington, IN xxxxx xxx-xxx-xxxx smart@email.com
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Buyer Development Program Sample**BRANDY ANN TOUGHSKIN****Campus Address**

Mountain View Apartments
Winding Way Boulevard
Bloomington, LN xxxxx
xxx-xxx-xxxx
brandy@email.com

Permanent Address

1400 Michigan Avenue
Apartment 25C
Chicago, Illinois xxxxx
xxx-xxx-xxxx

CAREER OBJECTIVE

RETAIL BUYER DEVELOPMENT PROGRAM. Wish to begin career with a trend-setting department store or fashion women's specialty store. Prefer to start on a training program that will give me experience in store operations, advertising, point of purchase display presentations, sales training, supervision, and exposure to the buying function. Ambition is to advance into a buying position, general merchandise management, and retail store management.

EDUCATION

INDIANA UNIVERSITY, TEXTILE MERCHANDISING, A.B., MAY, xx/xx. Minored in Business. Maintained a B+ average in my major and a B average overall, which included courses in the following fields:

- | | | |
|------------------|-------------------------|--------------------|
| ✧ Home Economics | ✧ Computers in Business | ✧ Web technologies |
| ✧ Retailing | ✧ Advertising | ✧ Merchandising |
| ✧ Accounting | ✧ Management Principles | ✧ Sales Management |

During my junior year, I did a 10-week fashion internship with Izod Manufacturing in which I earned six credit hours and learned about clothing manufacturing, quality methods, modeling, colors, merchandising, trade shows, etc.

EXTRACURRICULAR ACTIVITIES

Delta Gamma Social Sorority: *President; Treasurer; Rush Chairperson. Vice-President of Panhellenic: Responsible for changing rush system for all sororities.* Indiana Daily Student: *Editor and reporter for two years.* Union Board Trustee: *Assisted in managing a very large Student Union operation.* Hobbies: *Singing and acting in college theatre: play on women's intermural basketball team.*

EXPERIENCE

MARSHALL FIELD AND CO. Selected by a group of fashion buyers to sit on a board with six other college seniors. We assisted buyers in selection of new holiday fashion merchandise in the junior area. Each of us had the opportunity to accompany a buyer on a trip to New York during the summer of xxxx.
College Board Chicago, Illinois

SEARS. ROEBUCK AND CO. Each summer from my high school senior year until my junior year in college, I worked full-time sales clerk at a store near my home. Since I was often vacation relief. I was exposed to most facets of retailing from hard goods to soft goods. (xx/xx to xx/xx)
Sales Clerk Evanston, Illinois

PART-TIME

As my academic load and schedule permitted, worked part-time for Limited College Shop, a young women's specialty store. Worked from sophomore year until present when needed as a sales clerk. Had a variety of duties including sales, security, cash control, display, gift wrapping, minor supervision, etc.

REFERENCES FURNISHED UPON REQUEST

**Brand Assistant MBA Sample****JOAN MARIE BROWN**

123 Quad Court
Howard University
Washington, DC xxxxx
xxx-xxx-xxxx
brown@email.com

c/o James Brown
110 Pleasant Run
Valley Forge, PA xxxxx
xxx-xxx-xxxx
stables@email.com

CAREER OBJECTIVE:

Brand Assistant. Seeking an assignment with a consumer products firm in the product management function. After training and experience in sales, desire to gain training and experience in ad agency relations, packaging, pricing, costing, sales forecasting, data analysis, point of sale display design, couponing strategies, and advertising media planning depending upon channel of product distribution.

SUMMARY OF QUALIFICATIONS:

- Involved in the development of a corporate sales program to supplement membership sales.
- Demonstrated an excellent ability for organization, time management, and achievement of goals.
- Instrumental in initiating, closing, and following up sales in full and part-time jobs.
- Utilized marketing skills and successfully aided in the design and implementation of a fund-raising program.
- Considered a major contributor to the team effort by encouraging competition and goal setting.

EDUCATION:**MBA, xx/xx, University of Virginia, Charlottesville, VA**

- Earned recognition as top 10 percent of marketing class.
- Graduate Assistant in Marketing Department. Taught in consumer behavior lab.
- Marketing term project: Introduction of a peach-flavored soft drink. Our team researched the market, produced a prototype product, launched it in a local test market, tested consumer reaction, determined market potential, set up advertising, filed application for a brand trademark, and took the project up to the actual production. Product died when analysis revealed the market was not ready for the peach taste.

BS, xx/xx, Howard University, Washington, DC

- Studied a broad course in the liberal arts with emphasis on communication skills.
- Maintained a 3.3 GPA/4.0 and scored in top quartile on GMAT test.
- Wrote articles for the newspaper and maintained a highly graphical website in admissions office.
- Worked part-time in admissions on recruitment materials.

WORK EXPERIENCE:**SCANDINAVIAN HEALTH AND RACQUET CLUB, Washington, DC**

Program Director/Sales Representative, (xx/xx to xx/xx)

Responsible for marketing and selling memberships based on benefit and need. Continued client follow up is through design and implementation of individualized programs. Have consistently obtained over 115 percent of monthly sales quota. over 85 percent of service quota, and received Sales Employee of the Month, August and October. Top Servicer of the Month, August.

OLAN MILLS, Tyson's Corner, MD

Sales Representative, (xx/xx to xx/xx)

Sales Trainer

Accountable for managing a studio and meeting personal sales quotas, while teaching Trainees proper sales, marketing, and management techniques. Conducted periodic reviews and supplemental training. These methods resulted in 12 Top Sales Average of the Week and 10 Top Studio of the Week awards.

HUNTER HILL STABLE, Fort Valley, VA

Assistant Manager to Groomer, (xx/xx to Present)

This position required strong organizational abilities and willingness to accept responsibilities. Various duties included training horses, teaching riding lessons, managing the care of horses, supervising employees, initiating horse sales, and organizing horse shows. Owned by family. Worked there part-time all my life.





Market Research Assistant MBA Midlevel Sample

Cornell Quad Ithaca, NY xxxxx xxx-xxx-xxxx kers@email.edu	MICHAEL L. KERSHAW	One Langford Drive Lynnville, MA xxxxx xxx-xxx-xxxx
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CAREER OBJECTIVE

Market Research Assistant. Desire an entry-level position with a consumer products manufacturer. Interested in consumer data collection, analyzing buyer behavior, statistically analyzing data, forecasting sales, computer modelling, and presenting of research results to management. Possess outstanding writing skills and presentation abilities, which should prove invaluable in communicating research results to top management for decision-making purposes.

EDUCATION

Cornell University Ithaca, NY	8/xx – 5/xx	M.B.A. (Marketing)
Tufts University Medford, MA	9/xx – 5/xx	B.A. (Economics)
London School of Economics London, England	1/xx – 5/xx	(Economic/Political Studies)

ACTIVITIES

- | | |
|---------------------|--|
| Graduate | <ul style="list-style-type: none"> * Director of Marketing for the Cornell Entrepreneur Conference * Co-founder and editor of MBA Orientation newsletter * Chairman of the Marketing Club's Recruitment Development Committee * Member of the MBA Executive Forum Program—Host speakers * Participant in various intramural sports |
| Undergraduate | <ul style="list-style-type: none"> * Vice President Economic Club. Hosted President's Economic Advisor * Chaired committee to improve security within University's dormitories * Active in various state and federal political campaigns * Travel in every state and most countries of Europe * Play varsity soccer on top rated Tufts team |

EXPERIENCE

- | | |
|---|--|
| <p>Transportation and Exchange Director
 Citizens Energy Corporation
 Boston, MA
 5/xx – 1/xx (3 years)</p> | <p>Coordinated the transportation of 55 billion cubic feet of natural gas on 17 of the nation's largest intra- and interstate pipelines for the firm's subsidiary, Citizens Gas Supply Corporation. Responsible for the initial development and operation of this department. Assisted in development of the firm's promotional material.</p> |
| <p>National Coordinator
 Home Oil Transfer Program
 Boston, MA
 10/xx – 5/xx (Intern)
 5/xx – 8/xx (15 months full-time)</p> | <p>Arranged for the collection of residential and commercial waste oil and its distribution to low-income and elderly people in six Northeast states. Supervised the activity of 12 independent oil dealers. Managed the daily operations as well as assisted in the program's long-term strategic planning. Frequently marketed the program to oil dealers, public utilities, and charitable organizations. Promoted the service to state governments and local municipalities.</p> |
| <p>Operations Manager
 International Ice Cream Corporation
 Boston, MA
 (Summers; junior/senior years)</p> | <p>Supervised the daily operations of the Boston area office for New England's largest independent ice cream distributor. Directed the deliveries of 15 truck drivers. Developed methods for improving the effectiveness of the sales and accounts receivable departments. Assisted in the formation and management of a cooperative advertising venture.</p> |





Financial Sales MBA Sample

125 S. Ocean View
Seattle, WA xxxxx
xxx-xxx-xxxx
white@email.com
(Campus)

LARRY V. WHITE

c/o Larry White, Sr.
125 S. Lake View
Salt Lake City, UT xxxxx
xxx-xxx-xxxx
white@email.com

OBJECTIVE

Financial Sales Position. Seeking a marketing opportunity that will integrate my financial skills with my strong sales experiences. Prefer to sell financial products/services that utilize my computer abilities for decision analysis coupled with personal judgment. Long-term goal is to manage a financial services organization.

EDUCATION

M.B.A. Finance, University of Washington, Seattle, WA, May, xxxx, 3.5/4.0.
B.S. Economics, Westminster College, Salt Lake City, UT, May, xxxx, 3.5/4.0.

SPECIAL TRAINING

- Xerox Sales Training Course
- Computerland Sales Training Course
- Securities Training Course
- Registered Securities Trader

AWARDS/ACTIVITIES

- Graduate Assistantship, 15 hrs. weekly
- Kodak Scholarship & Leadership Award (MBA)
- Graduated Cum Laude at Westminster
- Full-time student/full-time employee simultaneously
- Investment Club Officer (MBA)
- Church leadership responsibilities
- Provided 100% educational expenses

PROFESSIONAL EXPERIENCE

UNIBANCTRUST BOND DEPT., Chicago, IL Summer, xxxx
Summer Intern

Responsibilities: Recommending ideas (derivatives, swaps, options, etc.) to existing institution accounts, and prospecting for additional accounts. Assisting at the trading desk. Assisting in creating a complete marketing program for safekeeping securities portfolio pricing, analysis, and accounting recordkeeping. Analyzing the Discount Brokerage business.

Achievements: Designed two brochures and slide presentations for marketing a portfolio safekeeping, accounting, and pricing marketing program. Motivated the Discount Brokerage department to radically alter their commission schedule based on an exhaustive analysis performed for the department. Gained substantial knowledge about the securities industry.

OPTIONS FINANCIAL, Salt Lake City, UT xx/xx to xx/xx (18 months)
Stock Broker

Responsibilities: Analyzing stocks and mutual funds and determining which are the most appropriate investments for my clients. Clients were local upper middle income professionals. Left to earn the MBA degree.

Achievements: Passed Series 7 Exam after completing a 3-month training course. Attained over \$40,000 in gross sales my second month and was the 2nd highest producer in an office of 15 representatives for the year.

COMPUTERCITY, Salt Lake City, UT xx/xx to xx/xx (3 years)
Computer Sales

Responsibilities: Prospecting and developing large accounts. Selling microcomputers, networks, and software. Became very network proficient.

Achievements: \$1,000,000 salesperson each year with the top sales award in last year there. Closed the 2nd largest contract in our firm's history with Utah Life Insurance Company. Awarded trip to Florida for highest sales volume in firm my first year.



International Finance Entry Level Sample**MARY RENEE ANTOINE**

Campus Address: Ash Center - B121
Tucson, AZ xxxxx
(xxx) xxx-xxxx
anton@email.com

Home Address: 12 Circle Drive
(after May 7) Indiana PA xxxxx
(xxx) xxx-xxxx

CAREER OBJECTIVE

International Finance. Seeking an entry-level position in one or more of the following specialties: economic analysis, financial analysis, cost analysis, and international economic, research, and business relations. Desire a challenging position that will develop my skill in analysis and decision making with the objective of a constructive career in a global work setting.

EDUCATION

University of Arizona, College of Arts and Sciences, Tucson, Arizona (xx/xx to xx/xx)

B.A. degree in Economics/French, May, xxxx

3.75 G.P.A./4.0 scale, Phi Beta Kappa

– Golden Key Honor Society, junior-senior class

– Phi Eta Sigma, freshman honor society

– Alpha Lambda Delta, freshman honor society

– Residence Scholar Program

Council on International Education Exchange Program, Rennes, France (xx/xx to xx/xx)

Semester overseas study program in international economics, University of Arizona and local university.

21 hours course work in economics and extensive written report upon returning to UA.

Housed with French family for 12 months and shared in all household duties.

COURSE HIGHLIGHTS

Money, Banking and Financial Markets

Theory of Prices and Markets

Theory of Income and Employment

Finite Mathematics

Statistics

Analytical Geometry and Calculus

Computer Science

International Economics

International Monetary Economics

(including Balance of Payments Accounting)

Environment and Resource Economics

(emphasis on cost/benefit analysis and policy formation)

CAMPUS ACTIVITIES

Intramural sports; softball (4 yrs), flag football (3 yrs/captain 1 yr), volleyball (1 yr), basketball (1 yr)

Governor, dormitory unit (1 semester), elected Resident Assistant for next 2 years

“Extravaganza” group song and dance competition (1 yr), group won top prize for production in xxxx

WORK EXPERIENCE

Residence Halls Cafeteria, University of Arizona

Dining room assistant, supplier, and general cafeteria worker (2 yrs), 10–15 hrs/wk

York Steak House, Indiana, Pennsylvania

Waitress, new employee trainer, and food preparer (3 yrs), summers and holidays, 10–15 hrs/wk

REFERENCES

Dr. Chu Chang
Economics Department
University of Arizona
Tucson, AZ xxxxx
(xxx) xxx-xxxx
chang@email.edu

Dr. Frances Viegnes
French Department
University of Arizona
Tucson, AZ xxxxx
(xxx) xxx-xxxx
vieg@email.edu

Dr. Donald K. Freeman, Chairperson
Economics Department
Indiana University of Pennsylvania
Indiana, Pennsylvania xxxxx
(xxx) xxx-xxxx
free@email.edu



Financial Analyst Entry Level Sample

John E. Jones

Present Address
123 Smith Road
Anytown, USA xxxxx
xxx-xxx-xxxx
jones@email.com

Home Address
R. R. 25, Box 25
Anytown, USA xxxxx
xxx-xxx-xxxx

Professional Objective

Accountant or Financial Analyst

An immediate goal is employment on an accounting or finance staff of a large industrial firm or public institution that will provide a wide exposure to different financial problems. Eventually wish to become controller of a major organization after obtaining some experience as both an analyst and manager in areas such as capital budgeting, treasury, auditing, systems, taxes, cost control, operating budgets, etc.

Education

INDIANA UNIVERSITY GRADUATE SCHOOL OF BUSINESS

xx/xx
to
xx/xx

Master of Business Administration degree in June, xxxx, Finance. Have taken a large number of courses in telecommunications, technology, and business analysis with the idea of developing a strong background in management information systems. Earned a 4.0 in my major subject and held a 3.65 average overall. During the second year of the program, taught the basic accounting courses as a teaching assistant. Treasurer of the MBA Association that year. College expenses were financed by the assistantship and the military.

xx/xx
to
xx/xx

THE OHIO STATE UNIVERSITY COLLEGE OF ADMINISTRATIVE SCIENCE

Earned the B.S. degree in June, xxxx, with a major in accounting. Grades in the accounting averaged 2.8. Overall GPA was 2.5 although earned a 3.5 my last two quarters. Took 35 semester hours of accounting courses, Vice-President of the Accounting Club during senior year. Pledged the Phi Psi social fraternity my freshman year and elected president my junior year. Played intramural basketball every year to stay in shape.

Work Experience

Part-time. Employed as a part-time sales clerk for about 10 hours per week every quarter while at OSU in the campus bookstore.

Summers. Worked summers while in undergraduate school as a welder in my uncle's tool and die shop. This position, plus my part-time work, paid for 75 percent of college expenses as an undergraduate.

Military

xx/xx
to
xx/xx

U.S. ARMY - Commissioned as a 2nd Lieutenant in September, xxxx, after completing ROTC at OSU. Began active duty by attending Signal Corps at Ft. Gordon and Ft. Monmouth, New Jersey. Served as communications officer in Japan. Also spent one year in Europe. Currently 1st Lieutenant in the active reserves, which keeps me in touch with military advanced telecommunications technology.

References

Dr. Joe Smith
Professor of Finance
Indiana University
Bloomington, IN xxxxx
xxx-xxx-xxxx
smith@email.edu

Dr. Curt Jones
Professor of Accounting
Ohio State University
Columbus, OH xxxxx
xxx-xxx-xxxx
jones@email.edu

Dr. James Monroe
President
Gnaw Bone State Bank
Gnaw Bone, IN xxxxx
xxx-xxx-xxxx
monroe@email.com



Financial Institution Trainee Sample**Glenn Nigh****Campus Address**

245 S. High Street
 Master Quad-B125
 Lexington, KY xxxxx
 (xxx)xxx-xxxx
 nigh@email.edu

Alternate Address

c/o Sally High (Mother)
 128 Bard Street
 Louisville, KY xxxxx
 (xxx)xxx-xxxx
 Fax: (xxx)xxx-xxxx

GOAL: **FINANCIAL INSTITUTION TRAINEE.** Interested in rotating through several areas such as branch management, trust, installment lending, mortgage lending, data processing, marketing, customer services, card services, brokerage, and commercial lending. Would prefer some exposure to international banking later in my career and/or work in Spanish-speaking locations.

EDUCATION: **UNIVERSITY OF KENTUCKY, Lexington, KY, xx/xx to xx/xx**
 Economics major with a minor in Spanish. Earned 3.4 gpa. Key Topics:

Money and Banking	International Economics
Federal Reserve	Computers in Business
Financial Institutions	Accounting
Advanced Spanish	Comparative Systems

Spent one year in Spain in the University of Kentucky Overseas Program. Very proficient in reading, writing, and speaking Spanish.

ACTIVITIES: **AISEC, Chairman.** This international association of students in economics and business seeks internship in the U.S. for foreign students. Our counterparts overseas find employment for U.S. students in their home country. Our chapter placed 20 Americans in Europe and found 20 internships for European students in the U.S. I worked in Spain for a bank for 2 months while living with a local family.

Scuba Diving Club, Treasurer. Active in promoting and managing this 80-member club. Group meets monthly for diving lessons and trip planning events. In xxxx, lead a team of 12 students from our club and another university club in an underwater exploratory investigation of the reefs surrounding the East End, Grand Cayman Islands.

EXPERIENCE: **RIO DE JANEIRO, SAN PAULO, SANTA CATARINA TRAVEL**
 In xxxx (summer), organized and led an expedition of U.S. students through independent travel and economic research with Professor Antonio Perez, economics department. Teams developed business plans the next semester. Earned credit.

FLOWERS BY NIGH, Owner, xx/xx to Present
 Established a small entrepreneurship to distribute flowers to sorority sisters on all sorts of special occasions with Spanish singers. Financed all of my own education from this venture. Have 20 part-time employees on a contract basis. Have a business website at www.spanish-flowers.com.

REFERENCES: Available



Financial Institution Trainee Sample

DERK OSENBURG

327 W. Ottawa
Sycamore, IL 60178
xxx-xxx-xxxx
osen@email.edu

CAREER OBJECTIVE

Financial Institutions. Seeking a management training program position that would provide training in operations, insurance, investments, supervision, financial analysis, and lending.

EDUCATION

Duke University, School of Public Administration, Durham, NC (x/xx to x/xx).

B.S. degree in Public Policy, May, xxxx. Course work included economics, finance, production, marketing, and strategic management. Maintained a B+ average in my major field of study.

American University, Washington, D.C. (x/xx to x/xx).

Earned a 4.0 in a work and study program, which consisted of government and economic courses. Required a 50 page research paper. Worked briefly as an intern for an economist at the Federal Reserve Bank.

ACTIVITIES

Member of the Delta Chi Social Fraternity; Served as Activities Chairman. President of the College Republicans. Martin County of Indiana Republican Precinct Committeeman. Executive Director of the Federation of College Republicans (statewide office). Participated in intramural football, basketball, and cross country to stay in shape.

EXPERIENCE

Intern, Congressman J. Pierport Morgan's office (x/xx to x/xx).

Responsible for researching and answering questions from constituents. Conducted web-related research on policy issues for legislative assistants.

Intern, Secretary of State of North Carolina (x/xx to x/xx).

Assigned duties included the review and revision of the duplicate Vehicle Title Research procedures, assisting in the development of a departmental budget presentation, and several short-term tasks dealing with different branches of state government. Worked on website designed to capture input on corporate registrations on-line.

Page, State of North Carolina (Summer, xxxx).

Worked up to 15 hours a day, seven days a week, assisting legislators in the House of Representatives.

Research Assistant, Research Genetics (Summer xxxx).

Involved working in a team of six researchers sourcing web data for a powerpoint presentation to a legislative committee on aging.

REFERENCES

J. Pierport Morgan
United States Congressman
500 Cannon Building
Washington, D.C. xxxxx
xxx-xxx-xxxx
morgan@email.gov

Martin L. Collins
Dir of State Gov't Affairs
Independent Ins Agents of America
Washington, D.C. xxxxx
xxx-xxx-xxxx
collins@email.gov

Dr. Richard King
Dean of Students
Duke University
Durhan, NC xxxxx
xxx-xxx-xxxx
king@email.edu



Commercial Banking Development Program Sample**Paul Pruitt**

Present Address
123 Main Street
Lawrence, KS xxxxx
xxx-xxx-xxxx
pruit@email.edu

Permanent Address (Parents)
432 S. Court Street
St. Charles, IL xxxxx
xxx-xxx-xxxx
Fax: xxx-xxx-xxxx

OBJECTIVE	COMMERCIAL BANKING DEVELOPMENT PROGRAM. Prefer to start with a large regional bank that offers a strong commercial lending development program that will make use of my talents in analysis, finance, writing, and presentations. Trying to balance my financial skills with my communication skills. Calling on commercial customers, selling services, and conducting credit analysis fits my interests and abilities.			
EDUCATION	<p>B.S. DEGREE IN FINANCE, MAY, xxxx University of Kansas, School of Business, xx/xx to xx/xx</p> <ul style="list-style-type: none"> • Earned a 2.9 GPA on 4.0 system • Completed 24 credit hours in accounting and finance • Elected extra hours in speaking, journalism, and psychology • Selected team leader in senior project group • Nominated by faculty advisor to President's Council • Participated in semester abroad program in Zurich 			
ACTIVITIES	<p>Flying Club; hold a private pilot's license Investment Club; participated in real portfolio selections Intramural Sports; basketball and soccer Campus Marathon; fairly good runner, practice daily</p>			
EXPERIENCE	<p>STATE BANK, St. Charles, IL, xx/xx to xx/xx Summer Job. Worked in customer service. Handled minor bookkeeping, met new customers, opened checking/savings accounts, relieved tellers, and ran check sorters. Ended summer by working one week as the president's assistant.</p> <p>ST. CHARLES COUNTRY CLUB, St. Charles, IL Caddy. Worked full-time the summers between freshman and sophomore years. Extra tips earned provided funds for college.</p> <p>GAMMA PHI BETA SORORITY, Lawrence, KS Part-Time Jobs. Served as waiter, dishwasher, cook's assistant, clean-up, etc. for two hours every day to earn funds for college expenses.</p>			
REFERENCES	<table> <tr> <td style="vertical-align: top;"> <p>Mr. James Jones President State Bank St. Charles, IL xxxxx xxx-xxx-xxxx jones@email.com</p> </td> <td style="vertical-align: top;"> <p>Dr. Keith Smart Finance Department Univ. of Kansas Lawrence, KS xxxxx xxx-xxx-xxxx smart@email.edu</p> </td> <td style="vertical-align: top;"> <p>Ms. Kathryn Shank President GPB Alumni Lawrence, KS xxxxx xxx-xxx-xxxx shank@email.edu</p> </td> </tr> </table>	<p>Mr. James Jones President State Bank St. Charles, IL xxxxx xxx-xxx-xxxx jones@email.com</p>	<p>Dr. Keith Smart Finance Department Univ. of Kansas Lawrence, KS xxxxx xxx-xxx-xxxx smart@email.edu</p>	<p>Ms. Kathryn Shank President GPB Alumni Lawrence, KS xxxxx xxx-xxx-xxxx shank@email.edu</p>
<p>Mr. James Jones President State Bank St. Charles, IL xxxxx xxx-xxx-xxxx jones@email.com</p>	<p>Dr. Keith Smart Finance Department Univ. of Kansas Lawrence, KS xxxxx xxx-xxx-xxxx smart@email.edu</p>	<p>Ms. Kathryn Shank President GPB Alumni Lawrence, KS xxxxx xxx-xxx-xxxx shank@email.edu</p>		



Banking Entry Level Sample

MICHELLE QUINN

Parent's Address

123 Main Street
St. Paul, MN xxxxx
xxx-xxx-xxxx

Campus Address

123 Campus View
Austin, MN xxxxx
xxx-xxx-xxxx
quinn@email.edu

CAREER OBJECTIVE

BANKING. Desire to join a bank development program that offers rotational training in departments such as operations, cash management, trust, commercial lending, mortgage lending, and branch banking.

EDUCATION

CRAIN UNIVERSITY, SCHOOL OF BUSINESS, Austin, MN, xxxx

BS Degree with a major in finance. Major included 12 hours of accounting and 12 hours of finance where my GPA was 3.5/4.0. Overall GPA of 3.0 reflects a very poor freshman year when I had a serious automobile accident that took me away from studies for several weeks.

Provided for 80 percent of my college expenses by working a variety of jobs and assuming responsibility for several student loans. Received the Ruth Stall Scholarship in senior year. Relevant courses included:

- Financial Accounting
- Cost Accounting
- Intermediate Accounting
- Income Tax
- Statistics
- Spreadsheet/database
- Financial Management
- Money and Banking
- Financial Institutions
- Financial Analysis
- Computer Programming (C++)
- Web Technologies

ACTIVITIES

FINANCE CLUB, President. Coordinate the responsibilities of six officers and 150 members, arrange industry leadership presentations, conduct meetings, organize social and professional activities, and supervise club trips to major financial centers during my junior and senior years.

DELTA GAMMA SOCIAL SORORITY. Pledged this 160 member during my sophomore year and participated in all activities while living in the house. Served as treasurer during my junior year.

EXPERIENCE

xx/xx to xx/xx

MIDWEST BANKCORP, Austin, MN

Summer Intern. This paid internship involved assisting the mortgage loan officer in sales, pricing, analysis, approving, and closing FHA loans for clients of local builders. Completed some of the spreadsheet analysis and much of the paper flow. Made one credit presentation to loan committee at end of program. Gained excellent experience in using several software loan analysis packages.

xx/xx to xx/xx

NUMEROUS PART-TIME JOBS, Austin, MN

Held a number of part-time jobs while carrying a full-time course of study. Worked in several university offices doing clerical tasks, word processing, computer processing, serving other students, and whatever was asked of me. Worked 10–15 hours per week on average but supervisors frequently requested longer hours during peak periods. Learned about interacting with others in the pressure work setting.

REFERENCES AVAILABLE





Financial Analyst Mid-Career Sample

ALLISON BAKER

125 S. Third Street
New Haven, CT
xxx-xxx-xxxx
baker@email.com

OBJECTIVE

FINANCIAL ANALYST. Seeking to return to full-time employment after a five-year absence to raise two children. My two years of experience as an accountant after a B.S. degree and three years as a financial analyst after the MBA degree in finance qualifies me to resume my career full time as a financial analyst. Prefer to remain within an hour's drive of New Haven.

QUALIFICATIONS/SKILLS

- Accounting
- Financial Analysis
- Taxes
- Auditing
- Credit Analysis
- Supervision
- Web Mastering
- Programmer
- Spreadsheets
- Technical Reporting
- Public Speaking
- Training
- Forecasting
- Budgets
- Cash Flow
- Mortgage Lending
- Bilingual (Spanish)
- Teaching

ACCOMPLISHMENTS

- Organized a nonprofit child care facility in our community.
- Maintained financial skills by working part-time for local tax service.
- Served as volunteer budget auditor on local hospital board.
- Managed a portfolio for local investment club of 35 members.
- Assist church members in home loan financing strategies on a volunteer basis.
- Administer a church budget of \$500,000 annually (part-time).

EXPERIENCE

ICB Industries, New York City

xx/xx to xx/xx

Assistant Treasurer. Managed short-term cash flows of \$100 million per year with 3 money center banks and investment banks. Made recommendations on placement of long-term funds of \$5 billion supported by analysis of projected economic directions and plans of corporation.

Financial Analyst. Worked on consolidations of financial statements from various subsidiaries with the goal of minimizing tax consequences. Led a small team of accountants and attorneys working on a proposed acquisition of a competitor, which materialized as a result of our analysis. Extensive spreadsheet analysis in budget preparation and analysis.

Worldwide Public Accountants, Washington, DC

xx/xx to xx/xx

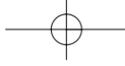
Staff Accountant. Worked as an auditor on two major corporate accounts and several smaller firms for two years. Resigned to return to obtain the MBA degree.

EDUCATION

University of Connecticut, MBA, Finance, xxxx
University of Maryland, BS, Accounting, xxxx
University of Madrid, Year Abroad Program, xxxx

REFERENCES AVAILABLE



**Midlevel Financial Manager Sample****FRED S. SHAW**

1234 Andrew Avenue
Apartment 509
Tallahassee, FL xxxxx

(xxx)xxx-xxxx (Home)
(xxx)xxx-xxxx (Work)
shaw@email.com

CAREER OBJECTIVE

Assistant Controller. After three years working in public accounting and earning both the CPA and MBA degree, career interests have shifted into corporate accounting. Prefer to become the line decision maker instead of the advisor, consultant, and reporter. Enjoy supervising other financial professionals and conducting financial analysis. Strong technical credentials and a positive people orientation. Aspire to be a chief financial officer.

EDUCATION**MBA, Finance, August, xxxx, University of Florida**

Courses (18 credit hours) in finance including financial management, strategic corporate financial plan and policy, cash management, investment management, special markets and strategies, and public finance and budgeting. Proficient in web technology and enterprise wide systems like SAP. Earned MBA while working full time.

BS, Accounting, August xxxx, Florida State University

Courses (31 credit hours) in accounting including intermediate and advanced financial accounting, cost accounting, auditing, taxation and accounting systems. Total undergraduate credit hours include 24 credit hours of graduate and honors courses. Wrote undergraduate (honors) senior research papers on oil and gas accounting and bankruptcy prediction with financial ratios.

Honors

Graduated with Honors and Distinction in Accounting (GPA 3.6/4.0).
Member, Beta Gamma Sigma (National Scholastic Honorary Society)
Consultant, accounting department website.

WORK EXPERIENCE**Senior Management Accountant, Big Eight Accountants, Tallahassee, Florida (xx/xx to date)**

Conduct audits and reviews of manufacturing, banking, retail and service organizations. Prepared audit reports and management letters. Prepare corporate and individual income tax returns. Assist clients in accounting and tax matters. Supervised installation of networked computers and software in accounting and tax analysis functions for clients. Completed over 80 credit hours of professional education in accounting, auditing, and taxation.

Graduate Assistant, Accounting Department, University of Florida, Gainesville, Florida (xx/xx to xx/xx)

Assisted faculty in academic research, and gained experience in using the extensive library and web resources and information networks (Dow Jones News Retrieval System). Administered and graded examinations for the department. Used department websites and computer software in compiling data and reporting analysis.

Audit and Management Intern, Big Eight Accountants, Miami, Florida (Summer, xxxx)

Directed and carried out audits of manufacturing, banking, service and nonprofit organizations. Supervised and monitored the work of junior audit interns. Prepared and reviewed audit workpapers. Prepared audit reports and management letters. Studied and evaluated accounting systems, and introduced new or revised systems and procedures based on findings. Assisted in consulting assignments relating to project analysis, capital budgeting, and website design.

REFERENCES

Furnished upon request.





Senior Financial Manager Sample

John W. Smith

Business Address

Controller's Staff
ABC Electronics
One Market Square
Indianapolis, IN xxxxx
xxx-xxx-xxxx voice
xxx-xxx-xxxx fax

Home Address

1000 West Oak Street
Indianapolis, IN xxxxx
xxx-xxx-xxxx
smith@email.com
(Feel free to contact
me at work)

- OBJECTIVE:** **SENIOR FINANCIAL OFFICER.** To become Controller, Treasurer, or Vice President, Finance, of a medium-sized manufacturing organization located in the Midwest.
- EXPERIENCE:** **ASSISTANT CONTROLLER, ABC ELECTRONICS, INC., Indianapolis**
Corporation manufactures electronic components and has a sales volume of \$360 million in three Midwestern plants with a double digit sales growth annually.
- xx/xx to Present
Responsible for supervising the accounting functions including cost accounting, tax accounting, telecommunications, web technology, data processing, and budgeting. Duties involve supervision of cost analysis, inventory control, budget preparation, tax advising, etc. Principle projects involved:
- (5 years)
 - Established an effective system of activity based cost analysis that led to a major change in product pricing and an increased profit.
 - Redesigned cash management system that greatly reduced need for short-term funds, thereby, increasing ROI.
 - Recommended major acquisitions program that led to merger with a compatible manufacturing company.
Promoted from Financial Analyst to Manager of Cost Accounting to Director of IS in 3 year period. Promoted to assistant controller 2 years ago.
- xx/xx to xx/xx
SENIOR MANAGER, JONES AND COMPANY, CPA'S, Louisville
A medium-size regional firm with two national accounts, several local OTC firms, and many local organizations. Reputation as a strong information technology practice.
- (3 years)
Started as a Junior Accountant on the audit staff and progressed to Senior Manager in only 3 years. Duties involved audits, tax preparation, SEC registrations and systems design. Spent several months in the Management Services Department working with the installation of a Peoplesoft application.
- EDUCATION:** **MASTER OF BUSINESS ADMINISTRATION, INDIANA UNIVERSITY, Bloomington, IN**
xx/xx to xx/xx
Completed degree in xx/xx. Concentrated in finance and information systems. Earned a G.P.A. of 3.75. Elected to Beta Gamma Sigma. Passed all parts of C.P.A. examination before Finance Guild.
- xx/xx to xx/xx
BACHELOR OF SCIENCE, ACCOUNTING, UNIVERSITY OF NOTRE DAME, South Bend, IN
Completed 33 credit hours in accounting and 12 hours in finance. Treasurer of Alpha Beta Delta Social Fraternity during my junior and senior year. Active in campus politics. Maintained a 3.1 G.P.A. overall.
- PERSONAL:** Born in Jeffersonville, Indiana. Played varsity basketball at Notre Dame. Very mobile situation.
- REFERENCES:** Furnished on request. Please do not contact current employer without my permission.





Financial Officer Midlevel Sample

1234 West Chargin Avenue
Cleveland, Ohio xxxx

CONFIDENTIAL

Home: xxx-xxx-xxxx
Work: xxx-xxx-xxxx
email: thor@email.com

LAURA THORESEN

OBJECTIVE

International Finance Officer. For personal reasons, must move to the New York City area. Seeking a position with a major international money center financial institution where an extensive international financial background in commercial banking can be optimally utilized. Please be discreet in contacting me at work.

EMPLOYMENT

xx/xx – Present

The International/Ohio Trading Bank, Cleveland

International Services: Assistant Vice President

Present Duties: (5 years), Domestic, international business development, cross sell other bank services. Responsible for all Exim/FCIA financing; approve L/C's, acceptances, FX with domestic officer. Forfeiting, countertrade via correspondents. Assist budget preparation, monitor profit plan, interact with operations to monitor and increase fee income. Results: new/increased lines, totalling \$6–12 MM yearly.

Prior Duties: (5 years), responsible for Latin American reschedulings/watch list, Europe/M.E. correspondent relationships. Previously - export/import loans including FCIA/Exim; Washington, D.C. liaison; economic files, country risk studies supervision; marketing plan; profit, liability reports. Developed, edited export-import newsletter and doubled circulation in a year, established library, prepared export bibliography.

Training: Assigned to credit department for 2 years. Credit analysis, reports for loan committees. Prepared handbook on international spreading, financial instruments, evaluation of country risk. Developed proficiency in 5 languages.

EDUCATION

Finance Program

Enrolled in the distance learning MBA Program at the University of Toronto where I take one relevant course each term.

MA: Master of Arts

Middle Eastern Studies, 8/xx, Indiana University.

NDEA Summer Workshop, Intensive 2nd Year Arabic. Georgetown University. First Honors. Studied at American University in Egypt for 18 months.

A.B.: Bachelor of Arts

French, 6/xx, Indiana University. Scholarship, Dean's List. Lived in France for one year with family friends. Elementary Japanese, Chinese. University of Maryland Overseas/Extension. National Merit Letter of Commendation.

PUBLICATIONS

"Cultural 'Basics' on Doing Business in Latin America," *The International Banker*, 12/4/xx.

"Evaluating Currency Risk Factors to International Banking," *The Financial Times*, 8/12/xx.

SEMINARS

Presentations on analyzing country risk, creative financing/countertrade, financing international trade to local college, university classes, trade groups, domestic bank officers. Attended Eximbank, Xerox and Richardson Group selling, numerous specialized export seminars.

CIVIC

Member, Regional Development Board TIBTA Board; Member and past Publicity Subcommittee Chairman, Cleveland World Trade Association; Past Member, Export Advisory Council to Cuyahoga County Board of Commissioners; Foreign Credit Group, North Central Ohio Foreign Trade, Ohio Foreign Commerce Association, Women's City Club.



Investment Banking MBA Sample**GREG WILSON****Campus Address**

25 Varsity Lane
 Bloomington, IN xxxxx
 (xxx)xxx-xxxx
 wilson@email.com

Home Address

125 South Union Street
 Indianapolis, IN xxxxx
 (xxx)xxx-xxxx

CAREER OBJECTIVE

INVESTMENT BANKING. To obtain an analyst position at a major investment banking firm in New York City. Interested in participating in recommendations based upon financial analysis to be used in new debt considerations, security evaluation, underwriting, investment recommendations, credit analysis, acquisition analysis, risk assessments, merger analysis, net worth appraisals, and new security underwriting potentials.

EDUCATION**MBA, Finance, Indiana University, xx/xx to xx/xx.**

- Earned a 3.85 GPA on 4.0 system with all "A" grades in finance.
- Organized investment club field trip of 30 MBA candidates that visited six different investment banking firms in New York City.
- Hosted partners from Goldman Sachs and Morgan Stanley during speaking presentations on campus.
- Relevant subjects — MBA program:
 - Investment Analysis
 - Financial Analysis
 - Capital Markets
 - Security Analysis
 - Portfolio Management
 - Speculative Markets
 - Portfolio Theory
 - Valuation Theory
 - Option Theory
 - Long-Term Finance
 - Short-Term Instruments
 - Financial Models

BA, Political Science and Economics, Northwestern University, xx/xx to xx/xx.

- Graduated with Honors (Magna Cum Laude) with a 3.8 GPA on a 4.0 system.
- Earned Phi Beta Kappa with a double major.
- Improved upon Spanish high school courses with 10 more hours.

ACTIVITIES**SIGMA CHI Social Fraternity at Northwestern University.**

Vice President. Managed all major events, directed committee work, and maintained order and adherence to house policies.

Chairman, Renovations Committee. Designed and coordinated successful renovation of all non-bedroom areas of the house. Duties included purchasing, hiring contractors, supervising construction, and adherence to schedules and budgets. Other responsibilities:

- Rush Chairman
- Pledge Trainer
- Student Judicial Board
- Public Relations Committee
- Inter-Fraternal Council, Rush Chairman
- Admissions Orientation Host

President, IU MBA Investment Club, xx/xx to xx/xx.

Major activities of the club involved a trip to New York City, hosting investment banking speakers. Served on team managing a real line investment portfolio for the School of Business of over \$3 million which had a 28% return during our supervision.

EXPERIENCE**MBA Summer Internship, Goldman Sachs, New York, xx/xx to xx/xx.**

Selected to participate in a rotational analytical program along with 10 other MBAs from 5 top MBA schools. Worked on two major acquisitions for a Fortune 100 firm.

Staff Consultant, Arthur Andersen, Chicago, xx/xx to xx/xx.

Trained for four months to develop financial and computer skills at world renowned development center. First assignment was working with a team of consultants and a Fortune 500 firm management group on a system of converting to a checkless payroll system. Next assignment was on a cafeteria benefits program for another larger firm. When resigned to attend MBA Program, was working with a team that developed a computerized model for investing short-term cash flows for a firm's treasury department.



Public Accounting Sample

KATHRYN K. DONOVAN

Current Address:
1234 Parkview Avenue
Springtown, MO 12345
(xxx) xxx-xxxx
don@email.com

Permanent Address (Parents)
1234 Forest Drive
Chesterfield, MO 12345
(xxx) xxx-xxxx

CAREER OBJECTIVE

Public Accountant. Desire a position in a medium or large office of a public accounting firm in the St. Louis, Minneapolis, or Kansas City areas. An extensive 30 semester credit hours in accounting and 5 courses in English coupled with 2 internships have provided a solid foundation for most areas in public accounting. After experience in auditing and taxation, prefer to gain consulting responsibilities.

EDUCATION

Indiana University, School of Business, 9/xx to 5/xx

- B.S. Degree, Accounting major and English minor
- Earned a 2.8 GPA (4.0 = A) but have a 3.5 GPA in accounting courses.
 - Relevant courses include advance auditing, advanced tax, technical writing, and 15 other courses in accounting and English.
 - Completing the CPA coaching course now and planning to sit for the CPA exam in May.
 - Assisted English department with website development.

ACTIVITIES

Women in Business. Chairperson, Membership Committee, xx/xx to xx/xx.

- Increased membership from 1000 to 1200 last year
- Hosted two CEOs at Professional Development Seminars
- Nominated for Vice President this year

Student Activities. Spend about 10 hours per week in activities.

- Assist in student fund raising for School of Business and other alumni programs
- Played flute in university pep band at all I.U. basketball games
- Handle accounting and budgeting for Housing Association

EXPERIENCE

Part-Time
9/xx to Present

Fine Cuisine, Bloomington, IN
Waitress

Worked about 10–20 hours during evenings and weekends to provide incidental expenses for college. Top service to customers guaranteed preferred weekend hours where tip income was greatest.

Summers of
Junior and
Senior years

A.M. Associates, Lincoln, MO
Office Assistant

Performed a variety of clerical duties including computer data entry and minor programming at this small investment banking firm. Worked closely with brokers on compiling proposals in public finance department last summer. Conducted a spreadsheet analysis on a new issue recently.

REFERENCES

Professor Thomas Davis, Accounting Department, Indiana University, Bloomington, IN xxxxx, (xxx) xxx-xxxx.
Professor Henry Bowers, English Department, Indiana University, Bloomington, IN xxxxx, (xxx) xxx-xxxx.
Ms. Sharon Neely, Owner, Fine Cuisine, Bloomington, IN xxxxx, (xxx) xxx-xxxx. (neely@email.com)
Mr. J. P. Banker, Managing Partner, A. M. Associates, Lincoln, MO xxxxx, (xxx) xxx-xxxx. (bank@email.com)



Accountant Entry Level Sample**JOHN M. KOETTERING**

Foster Quad-B205
Ohio State University
Columbus, OH xxxxx
(xxx) xxx-xxxx
koet@email.com

4055 Candlewood Drive
c/o Marie Jonas (Mother)
Newburgh, OH xxxxx
(xxx) xxx-xxxx

CAREER OBJECTIVE

Accountant. Seeking an entry-level accounting or finance position that utilizes my accounting, computer, and writing skills. Prefer to work in 'high technology manufacturing or service industries in the vicinity of a major city in Ohio, Indiana, or Michigan.

EDUCATION***The Ohio State University, Columbus, OH, xx/xx to xx/xx***

Plan to receive the B.S. degree in Accounting in May, xxxx. Earned a 3.25 GPA on an A = 4.0 system.

- Relevant courses include:

8 Accounting Courses	3.4 GPA
3 Finance Courses	3.6 GPA
3 Computer Courses	3.3 GPA
3 Communication Courses	3.0 GPA
- Grades improved steadily since my freshman year when earned only a 2.5 CPA.
- Earned 40 percent of college tuition via a resident assistantship and part-time work.

ACTIVITIES

Beta Alpha Psi, Accounting Honorary Fraternity, membership committee
Entrepreneurship Academy, Consulting club helping local businesses
Foster Quad, Education Advisory Committee, assistant chairperson
Student Association, Judicial Board jurist for three trials

WORK EXPERIENCE***Boise Cascades, Accounting Intern, Columbus, OH, xx/xx to xx/xx***

- Served as a support accountant for the marketing department . . . prepared month-end journal entries on a main-frame . . . participated in inventory audit and reconciliation . . . started work on corporate website.
- Earned six credit hours by writing a financial capital investment analysis, which was an independent study project managed by Professor Tiller for which the grade of "A" was received.

The Ohio State University, Halls of Residence, Columbus, OH xx/xx to Present

- Manage a floor of 55 residents since sophomore year.
- Act as personal and academic counselor.
- Enforce university regulations set by Dean of Students.
- Coordinate educational, social, and career programming.
- Work about 10–15 hours per week.

Numerous summer and part-time jobs, Newburgh, OH

- Driving range attendant at local country club.
- Sales associate at automotive center.
- Counter clerk at Fast Food Central.
- Worked 40–50 hours per week every summer.

REFERENCES

Ms. Sharon Hayhurst
Residence Life Coord.
Foster Quad
The Ohio State Univ.
Columbus, OH xxxxx
xxx-xxx-xxxx
hay@email.edu

Dr. Mike Tiller
Professor
Accounting Department
The Ohio State Univ.
Columbus, OH xxxxx
xxx-xxx-xxxx
till@email.edu

Dean R. Bradley
Dean of Students
Bryan Hall
The Ohio State Univ.
Columbus, OH xxxxx
xxx-xxx-xxxx
brad@email.com



Accountant Entry Level Sample

GREGORY G. MOTE

12 South Third Avenue
Sunnydale, California xxxxx
xxx-xxx-xxxx
mote @ email.com

OBJECTIVE

HEALTH CARE ACCOUNTING. An immediate goal is employment on the accounting and finance staff of a large public hospital or related health care facility. Eventually wish to attain a high-level chief administrative or operating officer after obtaining additional experience in capital and operating budgets, taxes, government insurance, receivables, contacts, etc.

EDUCATION

UNIVERSITY OF OREGON

Eugene, OR xxxxx
xx/xx to xx/xx

Public Administration

B.S., xxxx, 2.85 gpa (A=4.0)
Concentration in Finance and
accounting with 21 hours of courses

ACTIVITIES

- Healthcare Finance Association
- Knox Country Humane Society
- Lions Club-Service Committee Chair
- Varsity Baseball (3 years)
- Student Congress Senator
- Delta Upsilon (Treasurer)

HONORS

- Recipient of Joseph C. Smith Foundation Scholarship
- Voted MVP by baseball teammates
- Managed \$100,000 fund raising event for fraternity for senior award

EMPLOYMENT

GOOD SAMARITAN HOSPITAL

Sunnydale, California

Worked in the departments of General Accounting, Payroll, Accounts Payable, and Insurance. Involved in the scheduling, reporting, and managing of 6 clericals and 2 exempt employees with a budget of \$30 million dollars. Given much latitude in independent decision making and application of sound financial policies and procedures in working with staff. Reported to the Assistant Controller.

INTERN ACCOUNTANT

April, xxxx to Present

BLUE CROSS INSURANCE

Eugene, Oregon

Started as a junior auditor and progressed through 3 different assignments. Learned about the uniqueness of the health care financial system. Worked on a task force to realign the computerized claim processing procedures.

INTERN ACCOUNTANT

xx/xx to xx/xx

UNIVERSITY HOSPITAL

Eugene, Oregon

This part-time job paid for much of my education. Worked in the back office doing everything from filing, typing, copying, errands, etc. During my senior year, assisted the controller with a new receivables processing program, which involved extensive PC spreadsheet analysis. Usually worked 15 to 20 hours per week while enrolled as a full-time student. Worked nearly full-time during 2 summers and carried part-time course load.

PART-TIME

October, xxxx through graduation

PERSONAL

Prefer to relocate to the Pacific Northwest. Willing to relocate. Past employers have agreed to serve as references.





Staff Accountant In Public Accounting Sample

ANNE MARIE SUMMERFELT

23 Garrison Hall
DeKalb, IL xxxxx
(xxx)xxx-xxxx (Campus)
sum@email.edu

Five Circle Drive
Carmel, IN xxxxx
(xxx)xxx-xxxx (Home)

CAREER OBJECTIVE

Accountant Seeking position as a staff accountant with a corporate organization or public accounting firm. Desire exposure and training in auditing, tax, review and analysis of financial statements, and information systems. Eventual goal is to manage engagements and conduct consulting assignments. Sitting for C.P.A. exam in November.

EDUCATION

NORTHERN ILLINOIS UNIVERSITY, DEKALB, ILLINOIS, 8/xx-5/xx. Earned a B.S. in Accounting, completing thirty hours of accounting coursework. 2.8/4.0

BUTLER UNIVERSITY, INDIANAPOLIS, INDIANA, 8/xx-5/xx. Worked toward a B.S. in Accounting. Transferred to Northern Illinois University after first year with thirty-two credit hours.

Have been entirely responsible for college expenses through work/study and summer jobs, grants, scholarships, and loans. Worked 10-25 hours per week during academic terms and full time every summer since junior year in high school.

HONORS AND ACTIVITIES

Received Rotary, Tri-Kappa, and Amoco Scholarships.

Willkie Women's Co-operative.

Participated in a university program that offered reduced housing rates in exchange for janitorial and kitchen work in co-op building. Also served as Treasurer and was responsible for recording and maintaining accurate financial records for Women's Co-op.

Navigators Campus Ministry.

Participated in Bible Studies, fellowship hours, and other miscellaneous activities.

Alpha Phi Sorority. (Butler University). Actively participated in house and pledge class activities.

WORK EXPERIENCE

Secretary/Clerical Worker, Northern Illinois University (9/xx - 6/xx and 8/xx - 5/xx).

Typed questionnaires and reports, entered data into computer, and performed tasks related to research projects for Professor of Education. In xx/xx, also began working for the Department of Curriculum and Instruction. Maintained department's financial records, updated prospective and current students' files, and performed miscellaneous filing, typing, and various other duties. Have extensive word processing, spreadsheet, and database experience. Recognized as outstanding work/study student for last academic year.

Waitress, Indiana Beach, Inc., Monticello, Indiana (every summer).

Began work as bus person and kitchen pantry assistant. Promoted to waitress at end of first summer. Accepted added responsibilities of cashiering and hostessing during last summer. Have supervised up to 10 summer student helpers.

REFERENCES AVAILABLE



**Human Resource Assistant Entry Level Sample****COLLEEN W. DIETRICK****Present Address**

Graham Dorm
Brookings, SD xxxxx
(xxx)xxx-xxxx

Permanent Address

Three Deerfield Drive
Sioux Falls, SD xxxxx
(xxx)xxx-xxxx

**CAREER
OBJECTIVE****Human Resource Assistant**

Seeking placement in manufacturing or service sector. Desire exposure to all areas of the organization establishing a solid foundation in the employee - management relationship. Desire human resource functional experience in recruitment, selection, training, compensation, and industrial relations.

EDUCATION***SOUTH DAKOTA STATE UNIVERSITY, School Of Public Administration, Brookings, SD***
B.S., Industrial Relations (Psychology minor) 8/xx-8/xx

Courses include Recruitment Selection, Wage and Salary Administration, Managing Behavior in Organizations, Models of Job Motivation, Performance Appraisal, Labor Relations, and Collective Bargaining. VP of student chapter of the Society of Human Resource Management and help publicize meetings via groups website.

EXPERIENCE***METAL CRAFT, Brookings, SD*****Payroll Clerk**

Currently Working

Working independently 15-20 hours per week. In charge of all payroll duties and forms plus additional requested reports and bank reconciliation. Learning about HR in small firm.

STATE BAKERY, Sioux Falls, SD**Baker's Helper**

5/xx-1/xx

Worked 35-40 hours per week during vacations as a production line employee. Mastered majority of positions with the responsibility of giving breaks and vacations to full-time employees. Exposed to the functions of a labor union and its relationship with management.

CITY DIVING CLUB, Sioux Falls, SD**Diving Coach**

Currently Working

A nonprofit organization developing young people and promoting diving. Responsibilities include attaining goals through working with young people and parents to apply technical and motivational techniques. Worked on and off part-time for 4 years.

ACTIVITIES

- Varsity Swimming Team 4 years. MVP senior year.
- Vice President Dormitory floor for 3 years. Served as RA senior year.
- Intramural Sports – football, springboard diving, gymnastics, swimming.
- Human Resource Association, Chair, Professional Development Committee

REFERENCES

Dr. Tim Gray
Professor of Mgmt.
SD State University
Brookings, SD xxxxx
(xxx)xxx-xxxx
gray@email.edu

Mr. Mike Baldwin
Production Manager
State Bakery
Sioux Falls, SD xxxxx
(xxx)xxx-xxxx
bald@email.com

Ms. Susan O'Neal
Head Swim Coach
Brookings High
Brookings, SD xxxxx
(xxx)xxx-xxxx
oneil@email.edu



Human Resource Management Limited Experience Sample**PAULA T. PRALL**

123 West Avenue
 Toledo, Ohio 43606
 (xxx) xxx-xxxx
 prall@email.com

OBJECTIVE	Human Resource Manager. Wish to utilize interpersonal, communication, and organizational abilities in Human Resource Management. Interests include: recruitment and selection, training and development, employee and labor relations. EEO and affirmative action, and wage and salary administration.
RELEVANT EXPERIENCE	<p>Recruitment and Selection Participate in the screening, interviewing, and selection of managers and support staff. Assist in the recruitment of intercollegiate student athletes. Interview prospective students and their parents. Select scholarship recipients.</p> <p>Training and Development Create and teach the Internship Seminar. Taught a course in Organizational Behavior. Organize and conduct preregistration programs for more than 1000 new business students each year. Lead training programs and serve as resource person for faculty advisors.</p> <p>Employee and Labor Relations Provide career counseling and academic advising. Interact with individuals at all levels in the organization. Assisted with new employee orientation sessions. Conducted some exit interviews. Completed courses in Labor Law at The University of Toledo School of Law.</p> <p>EEO and Affirmative Action Member of committee responsible for recruitment of minority students. Participated in Hispanic Parent Workshops. MBA curriculum included course in EEO Law and Affirmative Action. Assisted in preparation of EEO/AA reports.</p> <p>Wage and Salary Administration Assist staff in job reclassification efforts. Conducted benefits surveys. Wrote a manual for the position of Personnel Assistant.</p> <p>Administration/Supervision Supervise program advisement staff. Oversee maintenance of confidential records. Complete research projects. Develop publications and produce multi-media presentation. Serve on a variety of implementation and advisory committees.</p>
EMPLOYMENT HISTORY	<p>College of Business Administration UNIVERSITY OF AKRON, Akron, OH xx/xx to xx/xx Director of Program Advisement Organize and coordinate advising programs for undergraduate students in AACSB-accredited program. Supervise advising staff. Participate in College and University committees. (xx/xx-present)</p> <p>Internship Coordinator Design and teach the Internship Seminar, a course that focuses on the improvement of oral and written communication skills. Coordinate departmental internship activities. (xx/xx-Present)</p> <p>Instructor Taught Human Resource Management, an upper-level Management course required of all College of Business Administration students. Instructed one section per semester in addition to administrative responsibilities. (xx/xx - xx/xx)</p> <p>Personnel Assistant The Associates Company, Cleveland, OH (xx/xx - xx/xx)</p>
EDUCATION	<p>Master of Business Administration, May (xx/xx - xx/xx) UNIVERSITY OF MICHIGAN, Ann Arbor, MI Major: Human Resource Management. Worked at Associates while in part-time MBA Program</p> <p>Bachelor of Science in Business Administration, May xxxx JOHN CARROLL UNIVERSITY, Cleveland, OH Major: Psychology Minor: Sociology</p>



Electrical Engineer Limited Experience Sample

KAREN B. STILES

Home Address

233 Milkyway Drive
Apartment 5-D
Columbia, Maryland
xxx-xxx-xxxx
stiles@email.com

Business Address

N.A.S.A.
Goddard Space Center
Greenbelt, Maryland
xxx-xxx-xxxx
stiles@email.gov

Permanent Address

% John B. Stiles (Father)
10250 Ocean View
Winter Haven, Florida
xxx-xxx-xxxx

OBJECTIVE:

ELECTRICAL ENGINEER. Interested in the circuit design of complex digital computer systems that provide control mechanisms for automatic manipulation. Desire to further develop proficiency in software design, microprocessor based subsystems, and information tele-transmission. Eventual goal is to manage a technical operation of an electronically controlled operation for commercial satellites.

EDUCATION:

xx/xx
to
xx/xx

B.S., ELECTRICAL ENGINEERING, GEORGIA TECH, JUNE, xxxx

Studied under Dr. Warner VanBauer, who fostered my interest in the microprocessor field. Earned a straight A average in all electrical engineering and computer science courses. Gained experience on several types of mainframe and server computers and assisted in the design of a forward generation of digital technology used in satellite data transmission.

ACTIVITIES:

Avid computer hobbyist . . . built several computer networks at home . . . enjoy motorcycling on weekends . . . financed college education via several scholarships . . . activities include:

- Women's Glee Club
- Delta Delta Delta Social Sorority (Treasurer)
- Society of Women Engineers (Vice President)
- Institute of Electrical and Electronics Engineers

EXPERIENCE:

xx/xx
to
Present

ELECTRICAL ENGINEER, NASA GODDARD SPACE CENTER

Started two years ago as junior engineer working on cryogenic test procedures for LSI devices. Conducted evaluations on solid state detectors and support electronics. Within six months promoted to the microprocessing division to design circuitry for advanced telecommunications applications.

During the past year I have been working as a project engineer with a team of scientists on a classified guidance system. I function as the applications person on the team. I enjoy this technical work, but I prefer an environment where I can eventually gain some management experience and work on projects with commercial application.

Summer
(3 years)

TECHNICAL SALES ENGINEER INTERN, IBM CORPORATION

Spent the summer between my junior and senior year in college working in field service with customer engineers. This was basically an electronic troubleshooting role working with large-scale computers installed at customer facilities.

REFERENCES:

xx/xx

Dr. Warner VonBauer
Chairperson
Electrical Engineering
Georgia Institute of Technology
Atlanta, Georgia
xxx-xxx-xxxx
vonb@email.gov

Dr. Karen Glaver
Research Scientist
NASA
Goddard Space Center
Greenbelt, Maryland
xxx-xxx-xxxx
glaver@email.gov





Chemical Engineer Entry Level Sample

WILLIAM R. BRENNEN

Campus Address
2819 Long Lane
Columbus, Ohio xxxxx
xxx-xxx-xxxx
brennen@email.com

Parent's Address
George R. Brennen (father)
25 N. Main Street
Topeka, Kansas xxxxx
xxx-xxx-xxxx

Objective

Chemical Engineer. Desire to obtain a position in plant technical service or chemical process engineering. As I advance, I prefer to gain experience in both production engineering and research design. Long-term is to manage a large chemical plant operation in a refinery or in the chemical industry.

Education

B.S., Chemical Engineering, Ohio State University, June, xxxx. Have earned a B average in all course work and a B+ average in all engineering courses. Excelled in courses requiring hands-on application experiences. Have taken a number of courses in Industrial Management. College-related activities include the following:

- American Institute of Chemical Engineers (Campus Chapter, Vice Pres.)
- National Society of Black Engineers
- Tau Beta Pi

Actively participate in intramural football and basketball. Board member of the Black Student Union. Elected to Student Senate during my junior year.

Experience

Chemical Engineer Intern, Procter and Gamble Company, Summer, xxxx. Worked with a team of process engineers over the summer and was exposed to a variety of different types of assignments. Helped make some plant facility process modifications, worked in quality control, assisted in project cost analysis, observed process control trouble-shooting, helped write an environmental impact statement, and assisted some lab technologists on a heat recovery study.

Various Part-Time Jobs. During summers, school breaks, and part-time during the school year (up to 10 hours per week) held a number of part-time jobs. Worked as a bus boy, mail clerk, sales clerk, and restaurant cook to earn spending money for college. Tuition and board was paid for by a variety of scholarships and loans.

References

Dr. Robert Walton
Professor of Chemical Engineering
Ohio State University
Columbus, Ohio xxxxx
walt@email.com

Mr. Walter A. Hopkins
Project Engineer
Procter and Gamble
Center Hill Road
Cincinnati, Ohio xxxxx
hop@email.com

Dr. Stephen Kent
Superintendent of Schools
Topeka School Corporation
Topeka, Kansas xxxxx
kent@email.edu





Mechanical Engineer Entry Level Sample

LESLIE DIANE HELPING

4231 Pictureview Lane
Cincinnati, Ohio xxxxx
xxx-xxx-xxxx
help@email.com

Career Objective: **Mechanical Engineer.** Seeking a position as a project engineer in either a design or analysis type of setting. Prefer some exposure to research and development as progress up to a project manager position. Eventually desire to progress into an engineering management function where can be responsible for supervising both technical and nontechnical personnel. An applications-oriented type of person.

Education: **University of Cincinnati, B.S., Mechanical Engineering, June, xxxx**
U.C. is an alternating quarters co-op educational program that Integrates course work and job experience. During last 4-1/2 years maintained a 3.5 G.P.A. on a 4.0 scale.

Activities: » Vice President, Phi Kappa Social Fraternity
» Varsity Women's Basketball Team during freshman year
» Active member of following engineering societies:
American Society of Mechanical Engineers (Secretary, junior year)
Society of Automotive Engineers
Tau Beta Pi – engineering honor society (inducted junior year)
Engineering Tribunal

Paid for 90 percent of my education through co-op earnings. Very active in Junior Achievement in high school, college intramural sports, and Greek activities.

Experience: **Toledo Edison Company, Nuclear Power Station, Oak Harbor, Ohio.**
Did all co-op experience with this facility. Worked as a shift foreman, assistant operations engineer, and project engineer. Duties included testing procedures, system workdowns, drafting, project design, plant improvement studies, budget drafting, simulations, computer analysis, and computer programming. Installed several control robotic computers.

Over the various quarters was given increasing levels of responsibility. Last quarter, was responsible for training and supervising some new incoming co-op students and part-time technicians. One memorable quarter had an opportunity to assist a nationally recognized research design engineer from a consulting firm.

References:	Dr. Francis Tame Professor of Mechanical Engineering University of Cincinnati Cincinnati, Ohio xxxxx xxx-xxx-xxxx tame@email.com	Mr. Wayne Evans Engineering Operations Manager Toledo Edison Company Nuclear Power Station Oak Harbor, Ohio xxxxx xxx-xxx-xxxx evans@email.com	Mr. David Radwin Vice President, Engineering Toledo Edison Company Toledo, Ohio xxxxx xxx-xxx-xxxx rad@email.com
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Systems Consultant Entry Level Sample

SCOTT M. BARNETT

Campus Address
701 E. 19th Street, Apt. 125
Bloomington, IN xxxxx
(xxx)xxx-xxxx
barn@email.com

Permanent Address
125 Winding Way
Anderson, LN xxxxx
(xxx)xxx-xxxx (voice)
(xxx)xxx-xxxx (fax)

CAREER OBJECTIVE

Commercial Systems Consultant. Seeking an opportunity to serve as a systems advisor between a client and employer's hardware, software, and customer-designed financial systems. Enjoy the challenge of integrating standard systems with some enhancements to meet a client's unique needs to cut costs, increase productivity, increase profit margins, or expand sales potential. Long term, would enjoy managing a group of creative and innovative people designing custom financial products and services using existing components and systems.

EDUCATION

Indiana University, School of Business, Bloomington, IN (8/xx to 5/xx)
B.S. degree in Finance, May. Have an overall grade point average of 3.12 on a 4.0 scale. Coursework includes 15 hours of accounting and 12 hours in systems and computer programming. Have taken 6 elective courses that emphasize communication skills. Senior project was a web design for a campus department.

ACTIVITIES

- Senior Club Co-Chairman – Lambda Chi Alpha Social Fraternity. Planned and organized senior social events.
- Greek Week Chairman – Responsible for organizing my fraternity's involvement in Indiana University's Greek Week.
- Rush Committee – Responsible for recruitment of new fraternity members.
- Intramural Sports (softball, basketball).
- Student Athletic Board – Involved with promotion of Indiana University men's baseball team and women's volleyball.
- Finance Club – Regularly attend bi-weekly social and professional events.
- I.U. Sing – Participated in annual university musical for 2 years.

EXPERIENCE (8/xx-1/xx)

Data Systems-Anderson, IN

Finance Intern. Responsibilities included analyzing the profit and loss statements, fiscal budget forecasting, reconciling expenses, and preparing spreadsheets and small databases. Worked 50-60 hours per week on a pressure deadline project.

(6 months)

(Summer-xxxx)

Supermarkets, Inc., Anderson, IN

Clerk. Performed general duties such as bagging groceries, cleaning the store, and stocking shelves. Worked 30 hrs./wk.

(Summer-xxwx, xxxx)

Anderson Park Department, Anderson, IN

Landscaper. Responsible for keeping city parks attractive by trimming grass and planting flowers. Worked 40 hrs./wk.

REFERENCES

Mr. Larry Blanc
President
Supermarkets, Inc.
Anderson, IN xxxxx
(xxx)xxx-xxxx
blane@email.com

Mr. James Clever
Account Manager
Data Systems
Anderson, IN xxxxx
(xxx)xxx-xxxx
clev@email.com

Mr. Dan Mitchell
President
National Bank
Anderson, IN xxxxx
(xxx)xxx-xxxx
mitch@email.com





IS Consultant Sample

JOHN P. PETERSEN

502 S. Wood
New Haven, CT xxxxx
xxx-xxx-xxxx
pete@email.com

123 W. 123rd St. (Parents)
Overland, KS xxxxx
xxx-xxx-xxxx

CAREER OBJECTIVE

Information Systems Consultant. Desire to enter a training program in the information systems department of a medium to large organization. Plan to use my skills in finance, programming, and managing to eventually manage an IS facility on the East Coast. Prefer some international exposure overseas somewhere in my career.

EDUCATION

Yale University, New Haven, CT, B.S. Computer Science, xxxx

- Completing a five year course of study that included a semester abroad in the London School of Economics in xxxx, with a certificate of international management.
- Earned a 3.2 gpa with class list status the past three semesters.
- Proficient in both Spanish and French.
- Computer languages: Assembly, C++, SQL.
- Skilled in several database web enabled software packages.

ACTIVITIES

International Student Association, Orientation Chairperson, xx/xx to xx/xx

Assist foreign nationals first matriculating in the basics orientation seminars. Taught 20 seminars in both Spanish and French to over 100 students from 15 different countries. Helped promote seminars on website.

Delta Upsilon Fraternity, Alumni Relations Chairperson, xx/xx to xx/xx

Responsible for alumni correspondence, alumni record management on web, donation solicitations, and planning homecoming events. Maintained records in MS-ACCESS.

Listening Line Volunteer, Telephone Counselor, xx/xx to xx/xx

Serve as a team member of a 25 person support group that offered a confidential serve designed to help others solve their own problems. Helped collect statistics on the service which received an average of 75 calls per week from on and off-campus. Worked about 5 hours per week during peak periods for the interdenominational campus ministry group that sponsored the program. Helped program the call management system.

EXPERIENCE

NCR Corporation, Summer Programmer Intern, Dayton, OH, (xxx to xxxx)

Performed system pricing analysis for the Logistics Division, modified, created, and analyzed programs using a 4th generation language. Met with two different user groups several times to discuss projects, to suggest ideas, and to discover problem resolutions. Earned 6 hours of course credit while working full-time.

Numerous Part-Time Projects, Programmer Consultant, Yale University, (xx/xx to xx/xx)

Worked about 10 hours most weeks in working independently for academic departments, individual faculty, and local businesses. Usually picked-up small programming jobs using EXCEL, ACCESS, HTML, and other application software. Set-up new computers for people and taught them how to run equipment and software.

PERSONAL

Prefer to locate near New York area and plan to work part-time on an MBA degree in MIS at Columbia where I have already been accepted into the evening program.





Operations Management Sample

JANE D. BISHOP

123 Riverview Drive
Cincinnati, Ohio xxxxx
(xxx)xxx-xxxx
bishop@email.com

OBJECTIVE

Operations Management. Wish to join an established manufacturing firm where talents in first-line supervision, inventory management, quality control, personnel hiring and motivating, production scheduling, and warehouse management can be effectively utilized. Prefer to work in an operation where the total number of employees is in the 1,000–1,200 employee range. Eventual desire to manage a major manufacturing facility.

EDUCATION

BS, xxxx, Georgia Tech, Atlanta, GA, xx/xx to xx/xx

Industrial Management. Topics covered:

- | | | |
|------------------------|-----------------------|----------------------------------|
| ○ Supervision | ○ Work Measurement | ○ Personnel Selection/Motivation |
| ○ Purchasing | ○ Inventory Control | ○ Productivity Enhancement |
| ○ Production Planning | ○ Just in Time (JIT) | ○ Technical Reporting |
| ○ MRP | ○ Quality Maintenance | ○ Cost Containment |
| ○ Operations Incentive | | ○ Operations Scheduling |
| ○ Systems Design | | ○ CAD/CAM |

ACTIVITIES

Dean's Academic Advisory Board of five appointed students. **Departmental Newsletter Publisher**, managed production. **Campus Blood Drive**, organized donor schedules.

WORK EXPERIENCE

Industrial Internship, Check Printers, Inc., Cincinnati, OH (last semester). This Fortune 500 firm is the largest printer of bank checks in the world. The process is highly automated with sophisticated magnetic inks and precision printing on a very short demand schedule. Given a first-line supervisor's job after a 3-week orientation.

- Supervised 24 employees producing 25,000 checks daily.
- Selected, trained, and evaluated 20 part-time laborers each week.
- Met a rigid deadline every day.
- Audited standards and procedures hourly for compliance.
- Scheduled maintenance and repair between jobs.
- Communicated with marketing and plant managers daily.
- Forecasted man-hours needed for next day's production.
- Dealt with labor union representatives.

This extremely demanding and pressure-packed assignment proved to be one of my most exciting activities.

Assembly Line Laborer, Injection Molders, Inc., Cincinnati, OH (summer xxxx). Worked second and third shifts as vacation relief. Ran many different types of injection molding machines in a high volume, precision quality non-union job shop. Worked extensive overtime hours.

Carpenter and Laborer, Rose Contractors, Cincinnati, OH (summer xxxx). Used carpenter skills in framing structures, room additions, and interior finishings. Excellent at detail trim, so handled trim on most jobs. By end of summer, became foreman of a small crew on an interior finishing project. Worked 50–65 hours per week to earn funds for college.

Numerous unskilled construction jobs on a part-time basis in the Atlanta area. Worked on many different construction crews doing new construction and remodeling. Generally worked 20 hours per week while in college.





Operations Trainee Sample

JERROLD P. SOUTER

MOQ 3333
Camp Lejeune, North Carolina xxxxx
xxx-xxx-xxxx

OBJECTIVE	Operations Management. To pursue a career in management utilizing skills in financial services, administrative procedures, training and personnel policies.
EDUCATION	<p>Boston University, Boston, Massachusetts MBA in Operations Management to be awarded in xxxx (distance learning) Coursework includes: Production Management, Marketing Management, Logistics, Computer Programming, Systems Consulting, Human Resources</p> <p>The Ohio State University, Columbus, Ohio BS in Marketing, xxxx Highlights: Market Research, Advertising Management, Accounting, Systems Design, Sales Management, Retailing, Operations Management</p>
PROFESSIONAL EXPERIENCE	
<i>Management</i>	Held complete responsibility for disbursing all monies, maintenance of pay records, travel records. Supervised handling of discrepancies in pay and supervised completion of necessary forms to correct pay discrepancies. Successful management techniques achieved 100% reenlistment among subordinates.
<i>Personnel Policies</i>	Supervised and directed activities of eight enlisted personnel and one officer. Supervised subordinate supervisory personnel, determined staffing requirements and routinely conducted performance evaluations.
<i>Quality Control</i>	Supervised departmental work practices and programs to ensure compliance with established standards; initiated/recommended changes to preclude error.
<i>Administrative Support</i>	Entrusted with disbursing bi-monthly payroll for 3200 Marines in 10th Marine Regiment, a total of well over \$2 million; overall supervision of pay section, including records maintenance, correspondence.
<i>Training</i>	Kept apprised of disbursing policies and procedures for special exercises and briefed high ranking officers as required; established and maintained line of communication between superiors and other personnel; prepared and presented several training seminars for enlisted personnel with uniformly outstanding results.
<i>Research</i>	Utilized comprehensive research skills to compile and analyze data on pay problems and consistently substantiated payments
WORK HISTORY	
xx/xx to present (4 years)	<p>UNITED STATES MARINE CORPS First Lieutenant. Experienced in leadership and decision making of increasing scope and responsibility. Possesses hands-on, in-depth experience in personnel management and financial planning. Have traveled extensively throughout the world. Studied MBA part-time in a distance learning environment on land and sea.</p>
xx/xx to xx/xx (1 year)	<p>D'ARCY, MacMANUS AND MASIUS ADVERTISING AGENCY, St., Louis, Missouri Media Assistant. Conducted nationwide competitive services surveys for such national accounts as Anheuser-Busch and Red Lobster. Conducted market research, compiled data, presented comprehensive reports on market research to clients. Left to complete military commitment after one year.</p>



Legal Office With Experience Sample

RONIKA HELGA

3535 South Dearborn Avenue
Chicago, Illinois xxxxx
(xxx)xxx-xxxx
helga@email.com

OBJECTIVE

Assistant Corporate Attorney. Plan to build upon my legal training and private firm work experience with medium to large corporate clients. Prefer the corporate staff role to the independent practitioner.

EXPERIENCE

Corporate Associate, Rooking and Pounding, Chicago, xx/xx to Present. Investigate, negotiate, and make recommendations for this large, highly prestigious and reputable law firm.

- Concentrate in securities, real estate, and secured lending.
- Advise clients, close transactions, and maintain files and relationships.
- Involved in negotiating and drafting the following instruments:
 - Employment Agreements
 - Real Estate Contracts
 - Commercial Leases
 - SEC Registrations
 - Tax Assessment Appeals
 - Loan Documentations
 - Securities Compliance
 - Dispute Resolution
- Occasionally involved in courtroom litigations.

Summer Intern, Mortgage Lending Federal Savings, Chicago, xx/xx-xx/xx.

Worked every summer while in law school. Responsibilities included updating loan files, assisting at mortgage closings, preparing board reports, documenting and verifying of client statements.

EDUCATION

Indiana University, School of Law and School of Business, Bloomington, Indiana, xxxx-xxxx

J. D./MBA Degree, completed in June, xxxx.

Concentrated in Corporate Law and Corporate Finance.

Completed both degrees simultaneously in four years instead of five years.

Graduated in top quartile of both J. D. and MBA classes.

- **Teaching Assistant.** Taught undergraduate business law, xxxx, to 500 sophomores. Graded papers and reviewed articles for Professor Michael Perkins.
- **Managing Editor, *Indiana Law Journal*, xxxx.** Revised, edited, and proofed manuscripts for publication. Advised associates on writing.
- **Researcher, *Indiana Law Journal*, xxxx.** Worked with editors to accelerate publication schedule; revised, proofed and edited manuscripts.
- **Author of Note, "Tender Otter Legal Battle Continues," *Indiana Law Journal*, xx/xx,** co-authors discussed regulation issues.

Northwestern University, Evanston, Illinois, xx/xx to Present

BA., Political Science, xx/xx.

Minored in Economics and Spanish. Ranked in top 10 percent of graduating class. Involved in the following activities:

- The Daily Northwestern (Reporter)
- Delta Zeta Sorority (Activities Chairman)
- Student Government (Senator)
- Blood Bank (Volunteer)
- Judicial Review Board
- Poly Sci Club (Secretary)



Management Trainee Entry Level Sample

KIMBERLY JEANNE CUNNINGHAM

123 Arrowhead Drive
Apt 2B
Skokie, Illinois 60187

Home (xxx)xxx-xxxx
Work (xxx)xxx-xxxx
cunng@email.com

CAREER OBJECTIVE

Management Trainee. To obtain entry-level position in the Chicago area where training program will provide the applicable management and leadership skills used to effectively and efficiently manage people, products, and services. Desire to draw-upon technical credentials and human resource talents.

PROFESSIONAL EXPERIENCE

Pension Coordinator, Hewitt & Associates, Evanston, Illinois, September, xxxx to present. Small Employee Benefit Consulting Firm specializing in selling primarily Guardian Life and Disability Insurance. Responsible for annual administration of approximately 120 Defined Benefit and Defined Contribution Pension Plans. Includes assisting clients in preparation of year-end asset and census forms; reviewing and distributing annual valuations, employee statements, contribution approval forms and form 5500-C; and preparation of plan documents and amendments to documents to comply with IRS regulations. Leaving after 6 months due to staff reductions from a merger.

Receptionist, Hewitt & Associates, Evanston, Illinois, Summer, xxxx. Responsible for the following: answering multi-line phone system, typing and word processing, implementing new filing system, purchasing all office supplies, billing clients and recording payments, payment of corporate expenses and reconciliation of corporate checkbook, and continually updating Rolodex files on computer program.

EDUCATION

Northwestern University School of Journalism, Evanston, Illinois.

B.S., December xxxx, with a major in Journalism and a minor in Psychology. Maintain a 3.3 GPA in a very competitive environment. Helped maintain website for school newspaper.

UNDERGRADUATE EXPERIENCE

Loan Operations Clerk, Bank of Skokie, Skokie, Illinois, Christmas Break, xx/xx, February xxxx – May xxxx. Responsible for providing information on the status of loans. Organized and maintained efficient records of all loans by developing a more efficient filing system. Had complete control of the security of certificates of deposit, bonds, and notes. Developed familiarity with all types of installment loans. (Full-Time Temp)

Tax Information Clerk, DuPage County Treasurer, Wheaton, Illinois, Summer of xxxx. Responsible for providing tax information to the public, title companies, lawyers, realtors, and mortgage companies. Recorded payments of taxes manually and through data entry. Most of all learned how to function in a professional environment through developing personal traits such as maturity and self-respect.

UNDERGRADUATE ACTIVITIES

Wildcat Songleader. Primarily responsible for organizing, motivating, and instructing a sorority/fraternity team in a musical production for the University Auditorium stage. Arranged, staged, and choreographed total production to try to obtain top placement in annual Sing contest. Our group effort resulted in winning 2nd in one division and 3rd overall.

Delta Zeta Social Sorority • Serenade and Pairing Coordinator • Parliamentarian • Ritual Guard • Intramurals • Ticket Representative • Greek Leadership Retreat • Songleader

NU Student Foundation • NU Match Sprints Committee Member • Annual Blood Drive





Management Trainee Sample

Olson Hall
Notre Dame University
Notre Dame, IN xxxxx
(xxx)xxx-xxxx
roth@email.com

PAUL J. ROTH

817 S. Ironwood Dr.
Niles, MI xxxxx
(xxx)xxx-xxxx
(Parents)

PROFESSIONAL OBJECTIVE

Management Training Program. Desire an entry-level position, that would make use of my education and experience in organizing, leadership and direct customer contact. Would be interested in sales training with a food broker, packaged goods distributor, or suppliers of products to supermarkets.

EDUCATION

University of Notre Dame School of Business, (xx/xx to xx/xx)

B.S. Degree in Marketing, May xxxx

Earned a 3.4 GPA overall. Course work includes:

- Sales Management
- Accounting (2 semesters)
- Retailing Management
- Public Speaking
- Computer Programming (2 courses)
- Buyer Behavior
- Advertising and Promotion
- Retailing Buying
- Consumer Marketing Policy
- Professional Writing

ACTIVITIES

- Elected Vice-Governor of 50 member dorm floor
- Active Member on the Board of Governors for University Quad
- Active in intramural sports including basketball, softball, and football
- Member of intramural all-sport championship team
- Dedicated runner, run 4 days per week, actively participate and volunteer in road races

WORK EXPERIENCE

City Supermarket #4, Niles, MI (xx/xx to xx/xx)

Worked two years for supermarket while in high school; Have worked every summer and college break since then; Earned one-third of college expenses. Frequently work during college holiday breaks.

Frozen/Dairy Assistant, (Summer xxxx), 45 hrs./week

Responsible for stocking, ordering, and taking inventory of frozen/dairy foods
Maintained direct contact with grocery sales representatives
Supervised dairy department during manager's vacation period

Night Crew Stocker, (Summer of xxxx), 45 hrs./week

Responsible for ordering, setting, stocking and facing grocery aisles
Unloading and unpacking semi-trailers
Designed and built grocery displays

Courtesy Captain, (Summer xxxx), 36 hrs./week

Reported directly to management on front-end activities and personnel
Supervised and trained 10–15 part-time employees
Scheduled and coordinated work assignments, breaks and lunches

REFERENCES

Professor Robin Werner-Simon
Economics Department
University of Notre Dame
Notre Dame, IN xxxxx
(xxx)xxx-xxxx

Mr. Joseph Albricht
President
City Supermarket
Niles, MI xxxxx
(xxx)xxx-xxxx

Mr. Jim Green
Manager
City Supermarket
Niles, MI xxxxx
(xxx)xxx-xxxx



