

Résumé Example 1

Brittany Post

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22 Court Street, New York, NY 55555

EDUCATION

Seton Hall University, Stillman School of Business, South Orange, NJ
Concentrations: Sport Management and International Business
Bachelor of Science in Business Administration
GPA: 3.5, Dean's List, 2008, 2009

Relevant Coursework:

Quantitative Business Methods	Business Statistics
Financial and Managerial Accounting	Management of Sport Organizations
Money and Banking	Business Writing
Business Finance	Microeconomics and Macroeconomics

Extracurricular Activities:

Alpha Kappa Psi, Professional Business Fraternity, 2009–present
Tau Pledge Class Warden

- Organize professional events
- Participate in community service

Sports Management Students Association, 2008–present

- Organize sports trivia nights and blood drives
- Plan weekend retreats to observe sport-management venues

EXPERIENCE

Time Warner Cable

Brand Ambassador, 2009

- Promoted organization, products, and services at various events with over 1,000 in attendance
- Together with a team of ten, organized, promoted, and sold over \$10K at each of ten events

Seton Hall University Sports Polling Center

Pollster, 2008–2009

- Gathered information for sports polls with results published by national media, specifically ESPN and Bloomberg

Ralph's Ices

Cashier, 2007–2009 (summers)

- Worked with a team to provide exceptional service to clientele of this landmark store
- Partnered with store manager to organize inventory to ensure most popular ices were ordered in advance

TestTakers - SAT Prep

Administrative Assistant, 2007

- Handled confidential paperwork and filing of approximately 200 students
- Communicated with students, parents, and faculty on a weekly basis

SKILLS

Languages: Fluent in Greek and Russian

Computers: Experience with MS Office (Word, Excel, PowerPoint), C++

Résumé Example 2

Louise Ng

Flat 2D Miami Way, 5555 Greenwich Inlet, Hong Kong • Phone: +555 55555555 • E-mail: louiseng55@gmail.com

EDUCATION:

Queen's College London, University of London, United Kingdom

July 2010

- Bachelor of Science in Business Management
- Second Class Honour (in the top 10% of class)
- International Marketing, Communication in Organization, Strategic Management

Roedean School, Brighton, England

2004–06

A-levels Studies

- A-level UCAS Point 360+ (Chinese, Economics, Geography, Mathematics) 300+ from three subjects
- Lawrence's Award for singer of the year

St. Paul's College, Hong Kong

1999–2004

- Executive committee of the student union
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EXPERIENCE:

SA Wong Garment Limited, Shenzhen, China

June 2009–August 2009

Acting Manager (garment manufacturing firm, with 500+ employees)

- Acting manager for this family business (after senior manager retired), responsible for managing and supervising office staff of ten, translating and preparing documents, attending various meetings, and communicating with local government and customs.
- Involved in the company expansion from sportswear to fashion garments, in an attempt to diversify. Researched Italian business cultures, which helped to prepare for business meetings with Diesel. Research results included contracts in communication and management styles.
- Part of the team that renewed contract with Reebok for a five-year span from 2011–2015, as Tian has been manufacturing Reebok since 1998. Meeting assured Reebok of our production requirements, which included quality and human-rights issues.

ST Ellis, Hong Kong

July 2008–August 2008

Summer Intern, Consultancy Department (of this multinational real estate firm with 35,000+ employees worldwide)

- Commissioned by the Hong Kong Housing Authority to conduct a retail consultancy study focused on the building of a new public housing estate of ~3,000 housing units. Visited the site with surveyors, researched the neighborhoods' commercial activities, and assisted the seniors in doing numerical analysis, such as the possible revenue that can be generated and the ratio of commercial land use to residential land use suggested. Analysis served as fundamental background for further development on the chosen site.
- Assisted the senior consultants by researching background information, gathering relevant news pieces, entering data, and conducting numerical analysis to a consultancy report relating to the medium- to high-end residential market (with sales above \$7000 hkd/sf as of 2008) in Hong Kong for the acquisition of a development site. Residential Consultancy Service for Elite Win Investment Ltd.
- Analyzed the impact of the Beijing Olympic Games on the real estate sector and job creation. Also contributed to the predictions made regarding the 2012 London Olympics (which included the large number of surveyors and architects as well as builders that would be needed for city improvement and new facilities; higher tourism leading to a higher land price). The report showed the strong link between the Olympics and city development, as well as the influences on land prices and the surveying industry.
- Other duties included assisting in project and site appraisals and visits (assisting the consultants and surveyors in recording actual data of the site, getting firsthand information about the neighborhood and use the data for analysis) and general office administration.

CTC Pieda Ltd., London, United Kingdom

July 2006

Summer Intern (a global real estate adviser headquartered in London, employing 10,000+ people in 43 countries)

- Researched and prepared materials on development programmes (such as John Lewis Partnership's plan to redevelop existing properties), conducted site appraisals and visits, and prepared documents for conferences. Also responsible for administrative tasks.
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ADDITIONAL INFORMATION:

- Computer skills: MS Word, proficient; MS Excel, expert; SPSS, familiar
- Languages: Chinese (Cantonese), fluent; Chinese (Mandarin), fluent; English, fluent; Taiwanese, fluent
- Personal interests: Singing, professionally trained and passed grade 8 exam with distinction; played the piano, the violin, the harp and the Chinese zither; jazz and ballroom dancing, horseback riding
- Community service: Volunteered in the British Heart Foundation in Brighton, United Kingdom from 2004–2006. Main duties included researching and identifying issues in public health and promoting attention to heart diseases. Also worked in the charity store once a week while attending school full-time.
- International travel: Asia: China, Japan, South Korea, Taiwan, Thailand, The Philippines; Europe: Denmark, France, Germany, Greece, Italy, Norway, Spain, Sweden, United Kingdom, Vatican City; North America: Mexico, United States of America

Résumé Example 3

ROBERTA HAWLEY

333 West Terrace
Madison, WI 55555
E-mail: rh333@uwisconsin.edu
Cell: 917.333.5555

OBJECTIVE:

To secure an entry-level position in the health care industry, using my volunteer experience, along with my client focus, and results-oriented approach.

EDUCATION:

University of Wisconsin, Madison, WI
BS degree, expected Spring 2013
Major: health care, Minor: communications
GPA: 3.8

HONORS:

- Heath Care Award recipient, Wisconsin General Hospital, 2011
- University of Wisconsin Student Government, elected junior class president, 2011
- Dean's List, 2010, 2011
- Senator Smith Scholarship for Academic Excellence, 2010
- Pi Kappa Delta
- Silver Helmet National Honor Society

LEADERSHIP SKILLS:

- President, heath care club, 2011, member 2008–2012
- Treasurer, nutrition club, 2010, member 2009–2012
- Captain, varsity tennis team, 2009–2012 and state singles champion, 2009

HEALTH CARE VOLUNTEER ACTIVITIES:

- Volunteer reader, Mercy General Hospital, 2007–Present
- Gift shop volunteer, Mercy General Hospital, 2009–Present

COMMUNITY VOLUNTEER ACTIVITIES:

- Fun Run, Memorial Half Marathon, 2009–Present
- Wisconsin Cares volunteer, Coat Collection Drive, 2010
- Tennis coach, Wisconsin Special Olympics, 2008–2010

COMPUTER SKILLS:

- Microsoft Office Suite: Word, Excel, and PowerPoint
- Apple formats, Photoshop, and UNIX platforms
- LexisNexis and VISIO
- Programming skills: C++

Résumé Example 4

ALYSE DAY

34 East Terrace, Staten Island, New York 10312
Cell: (555) 555-5555 • E-mail: alyse.day555@verizon.net

OBJECTIVE:

To obtain an internship in the health-care field, utilizing my interpersonal, communication, and business skills, where I can work closely with health-care professionals to deliver the very best patient care possible.

EDUCATION:

City University of New York, College of Staten Island, Staten Island, New York Expected Graduation 2013
Bachelor of Arts: Major: English; Minor: History
Relevant Coursework: English, Math, Spanish, Minority Groups, Geography, History
Extracurricular Activities: Women's Track Team, Health-care Club
Leadership Activities: Student Government, Treasurer; Track Team Captain, 2010

EXPERIENCE:

University Hospital, Staten Island, New York October 2010–Present
Volunteer, Gift Store

- Ensure that the gift shop has an appropriate supply of magazines, snacks, beverages, and gifts for a variety of patient ages and life events (baby gifts, get-well gifts, birthday gifts, and so forth).
- Work together with a team of ten volunteers to ensure store is run smoothly and efficiently, serving the needs of all hospital employees, patients, and visitors.
- Manage the cash register, processing cash and credit orders.

Huguenot Diner, Staten Island, New York August 2009–Present
Hostess

- First point of contact for all customers, ensuring they are greeted warmly and professionally. Partner with waiters and waitresses to ensure customers are seated quickly and comfortably in an often fast-paced environment.
- Manage the cash register with receipts totaling several thousand dollars per shift. Process all cash and charge receipts efficiently and effectively.
- Manage all phone orders for food pick-up, totaling approximately 20 to 30 per day.
- Ensure that the owner is kept apprised of any issues that warrant his attention.

Child Activities Unlimited, Staten Island, New York July 2010–August 2010
Camp Counselor

- Managed a group of approximately 20 six-year-old girls, for six hours per day, five days per week. Ensured positive interaction with the additional 300 children, ages five through twelve, who attended this camp.
- Partner with approximately 20 counselors to ensure activities were safe, managed well, and enjoyed by all.
- Daily activities included various sports (soccer, basketball, bowling, kickball) and various bus trips that included Madison Square Garden's "Walking with Dinosaurs."
- Interacted with parents to answer any concerns, share health and well-being issues, and share information needed regarding the day's activities and pick-up times.

Crystal Blue Pool Care, Staten Island, New York 2007–2009
Lifeguard

- Member of a team of four lifeguards who supervised a private community pool, ensuring the well being and safety of between 50 and 100 patrons for nine- to ten-hour shifts.
- Responsible for pool maintenance, including running the filter and treating the water with appropriate chemicals.
- Trained in all aspects of first aid and CPR in the event of any emergency.

SKILLS:

Knowledge of Microsoft Word, Excel, and PowerPoint.

INTERESTS:

Enjoy movies, shopping, and fitness (running, kickboxing, and yoga).

Résumé Example 5

Donna Right

234 Stafford Avenue
Queens, NY 10312

(222) 222-2222
dright@yahoo.com

OBJECTIVE: Passionate about obtaining a position in Elementary Education.

EDUCATION:

Master's Degree in Elementary Education, Kingsborough Community College, Spring 2009, GPA: 3.4

Bachelor of Arts in English, Wagner College, Spring 2006, GPA: 3.3

ADDITIONAL CERTIFICATES:

- Virtus Training Certificate, Received April 2009, St. Theresa's Church
- Teacher's Aide Certificate, Thompson Education Direct Online, 2004

TEACHING EXPERIENCE:

Student Teaching, Public School 353, Queens, NY, September–December 2009

Student Teacher (First and Fourth Grades)

- Fulfilled over 400 hours of student teaching requirement before obtaining Master's Degree.
- Created and taught lesson plans (30–40 minutes) for approximately 25 students. All work was observed by supervisor and feedback was consistently positive.
- Led small group activities (groups of five to six students) in subjects of writing and reading, giving individual guidance to help students succeed. Students thrived in group learning environment.
- Supervised in-class learning centers (one-on-one) that focused on writing, reading, and listening.
- Taught standardized daily math lessons using school-approved teacher workbooks.
- Led reading sessions for all children with comprehension discussions afterward. Emphasized the importance of listening and understanding material.
- Accompanied teacher and supervised approximately 25 students on class trip to veterinarian's office. Children learned about the care of various animals.
- Reviewed homework on a daily basis, and graded tests periodically.
- Designed bulletin boards that were educational, seasonal, and incorporated into the lesson plans.
- Interacted with parents whenever necessary, including their attendance at special school events and calling home if their child was not feeling well.
- Helped with classroom setup and maintenance to ensure environment was conducive to learning.

Student Observation Hours, Public School 366, Bronx, NY

Fall 2008

- Fulfilled 100-hour student observation requirement before obtaining Master's Degree.
- Observed first grade and fifth grade, including Science Cluster Teaching in Special Education Classroom (with 60% General Education students and 40% Special Education students).
- Conducted various assignments and reports based on observations.

ADDITIONAL WORK EXPERIENCE:

April 2010–Present
September 2004–April 2010

Bath and Body Works, Queens, NY

The Body Shop, Queens, NY

Sales Associate (for both positions)

- Manage sales on a daily basis, including cash and credit sales, receipts, exchanges, and returns.
- Ensure clients receive exceptional customer service and merchandise.
- Demonstrate variety of store products to customers.

INTERESTS:

Reading, Broadway shows, music, dancing

Résumé Example 6

April Stream astream@arizona.edu

Current Address:
811 East Road Apt. 2222
Tucson, AZ 88888
(888) 888-8888

Permanent Address:
88 Top Drive
Aberdeen, NJ 07081
(908) 333-3333

OBJECTIVE: To obtain a Buying and Planning Executive Position with Macy's, Inc.

EDUCATION:

UNIVERSITY OF ARIZONA

Bachelor of Science: Major in Retailing and Consumer Sciences

Cumulative GPA: 3.8

Fall 2010 Study Abroad: Rome, Italy

Honors: Dean's Honorable Mention, National Society of Leadership and Success, National Society of Collegiate Scholars, UA Memorial Scholarship, SRCER Scholarships, E&P Goldsberry Scholarship, Arizona Excellence Scholarship, Student Travel Scholarship, Bruhn Memorial Scholarship

Phoenix, AZ

Expected Graduation: May 2012

EXPERIENCE:

GLOW SHOWROOM

New York City, NY

Intern

June–August 2011

- Networked with buyers and stores by phone, Facebook, and JOOR.
- Handled purchase order confirmations, as well as samples going in and out of showroom.
- Organized the showroom in order to make it easy for buyers to look through each line that the showroom represents.
- Constantly updated each individual designer's account list.

MACY'S, INC.

New York City, NY

Intern, Store Management

June–August 2010

- Shadowed key managerial employees, getting exposure to various departments and functional specialties.
- Attended daily turnover meetings focusing on sales, daily goals, Macy's credit cards, and other store issues such as effective coaching of sales associates, missing merchandise, and store safety.
- Presented and implemented a sales associate coaching plan and measured its effectiveness.
- Delivered a presentation to executives and managers describing summer internship project, focused on the sale of back-to-school items.

CTC DESIGNS, LLC

Montclair, NJ

Salesperson—Women's apparel and accessories

Summer 2008, 2009

- Helped design and set up effective merchandise display.
- Described and demonstrated usefulness and value of products to prospective customers.
- Encouraged customers to make merchandise selections based on their needs, taste, and price.

TENNY SONS & CO., INC.

Short Hills, NJ

Salesperson—Men's and women's shoes and other foot-care products

June–August 2007

- Effectively worked as salesperson for this medium-priced retailer serving fashion-conscious clientele.
- Encouraged customers to make merchandise selections based on price and style.
- Introduced customers to various foot-care products in addition to shoes carried by the store.

ACTIVITIES:

- Involvement with Future Retail Leaders' Association at the University of Arizona.
- Recruitment and community service activities with Alpha Epsilon Phi sorority.
- Participation in Relay for Life, sponsored by the American Cancer Society.
- Volunteer at Overlook Hospital in Summit, NJ.

SKILLS:

- Computer Skills: Familiar with Microsoft Office 2007, Word, Excel, and PowerPoint and QuickBooks.
- Business Skills: Organized, multitasker, strong verbal and written communication skills.
- Client-Focus Skills: Strong listening skills and very perceptive at understanding customer likes and dislikes.

Résumé Example 7

HELEN PATTY

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PROFILE:

- Communications experience working with nonprofit organizations and advocacy campaigns.
- Secured media placements in SF Chronicle, Chicago Tribune, NY Times, Washington Post, The Wall Street Journal.
- Exceptional work ethic with strong research, teamwork, and effective client-management and organizational skills.

EXPERIENCE:

CTC STRATEGIC SERVICES, Washington, DC

October 2003–Present

Assistant Account Executive, Communications

Responsible for implementing strategic communications plans and ensuring media attention to client-critical issues.

- Drafted op-eds, facts sheets, and talking points on issues ranging from client protection in the financial industry to breast cancer and philanthropy, which has resulted in developing partnerships with high-profile clients such as Susan G. Komen, GlobalGiving, Save Darfur Coalition, and Pew Foundation.
- Performed communications audits analyzing the structure, internal capacity, internal, and external perception of the organization. Also reviewed communications data to determine what is lacking, what is working, and what areas need improving. Provided feedback of findings to the head of Communications, which led to maximizing the organization's visibility and capacity.
- Developed and implemented communications strategies for a wide range of clients, which led to securing media placements in national media publications.
- Ensured that all clients were properly prepared and positioned before media events. This included the drafting of speaking remarks and providing media training prior to events. Preparation included escorting Susan G. Komen advocates during Capitol Hill visits with their representatives and preparing clients for media interviews on CNN.
- Developed internal and external communication style guides for Accion International to ensure communications stayed consistent throughout their "Smart Campaign," which included drafting mission statements, pitches, vision statements, and determining tone in press releases and website content.
- Promoted twice in just 3.5 years due to strong track record of performance (from Assistant, Communications to Account Coordinator, ultimately to Assistant Account Executive).

CENTER FOR STRATEGIC STUDIES (CSS), Washington, DC

Summer 2002

Europe Program Intern

Responsibilities consisted of conducting extensive research to support senior-level staff members, attending and reporting on seminars and conferences, and planning events with guests ranging from U.S. senators to foreign ministers and presidents.

- Wrote European country reports and background papers that covered issues ranging from economics to foreign policy that were used to keep employees informed and for personal research.

OCEANIS, Madrid, Spain

Summer 2001

Fund-raising and Press Department Intern

Responsible for coordinating the hiring process for future interns and researching potential board members as well as celebrity spokespersons to potentially represent Oceanis.

- Developed extensive databases of banks, foundations, major donors, and Brussels press agencies, which resulted in being used as a primary tool for outreach by the development department.

EDUCATION:

University of British Columbia, Institute for European Studies, Vancouver, BC, Canada

May 2010

Master of Arts in European Studies

Wellesley College, Wellesley, MA

June 2003

Bachelor of Arts in Political Science, Comparative Politics

INTERNATIONAL COURSEWORK/EXPERIENCE:

American European Summer Academy, Schloss Hofen, Austria

July 2006

European Union Study Tour, Brussels, Strasbourg, Luxembourg, EU

May–June 2006

Ilisa Language Institute, San Jose, Costa Rica

June–August 2003 and April–June 2005

International School of Manila, Manila, Philippines

August 1997–June 1999

SKILLS AND ADDITIONAL INFORMATION:

Computer skills: Proficient in Microsoft Office Suite, Lexis, Acrobat, PR Newswire, Cision

Language skills: Fluent in English, French, Spanish; basic comprehension of German

Interests: Traveling, reading, cooking, quilting; member of the Junior League of Washington